The Ultimate Web Management System

User Guide

TritonDigital®

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FAQ – Here are *Frequently Asked Questions* about FLEX. Click on the question and you will be directed to a solution.

What do I do if I forget my username/password?

I'm having trouble seeing my changes on the website?

How do I post to social media?

How do I update my Promo/News Reels?

How do I add Events to the Calendar?

How do I add items to the Navigation Bar?

How do I add a News Item?

How can I create a new Page on the site?

Can I restore a Deleted Page?

Can I share a Page?

How do I use the Feed Tool?

How do I enter an On Air personality's information?

How can I edit the content of a Text tool?

How do I Create a Blog Post?

Where do I upload Photos or create a Gallery?

How do I create a Poll?

How do I add a Form to my site?

Where do I enter School Closing information?

Can I track what is happening on my site?

How do I enter SEO keywords for the site?

How do I reset my Password?

Help! I'm having technical problems with the site!

Introduction

FLEX was designed to incorporate all of the best web management tools into a single platform. FLEX allows individuals of every skill level to create and manage a professional quality website.

FLEX also targets radio stations and the specific needs of their audience. Each site is designed and tested by top-notch Developers & Graphic Designers prior to going "live." We strive to ensure that your site captivates your audience. You are in control with FLEX. You become the mastermind behind the curtains. There is no comparison. FLEX *is* The Ultimate Web Management Tool.

We are constantly developing FLEX tool enhancements and new features. Your Digital Services Manager will keep you up to date on these new releases and show you how to integrate them on your site. Just let us know if you have any questions.

Contact Us

Call 1-877-836-9321 during regular business hours if you need technical support.

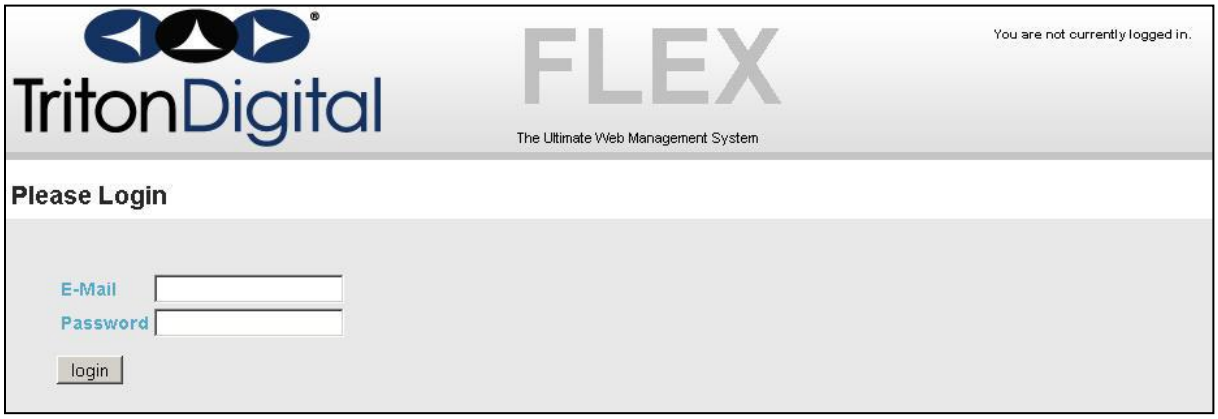
You can also send an email to dsm@tritondigital.com and your Digital Services Manager will contract you as soon as possible.

Our After Hours Emergency Number is 1-800-419-5121. Please use this number if you need technical support after normal business hours.

Access the Administrator Control Panel

Go to the homepage and type "/admin" after the URL. Log in with the username and password provided by your Digital Services Manager.

Example:
http://your-URL-fm.tritondigitalmedia.com/admin



What do I do if I forgot my username/password?

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Contact your Digital Services Manager directly. If you are unsure of your DSM's contact information, please contact our support team @ 1-877-836-9321, or send an email to dsm@tritondigital.com.

I'm having trouble seeing my changes on the website?

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Try Refreshing the Page...

Clearing Cache

A change to the website may not appear immediately if the page was already loaded in your browser. ***Cache*** stores information from a webpage in your browser to improve the overall speed. FLEX uses a caching system called **E-Accellerator** that "caches" a page for three minutes.

Allow three minutes for the change to appear to your website.

No Luck? *Use another browser.* If you were working with Internet Explorer, launch FireFox or Safari and go to the page in question. Do you see your change? If so then you may need to clear the cache in your default browser in order to view the change there.

Here's a link to instructions on how to clear *Cache* for most browsers including Internet Explorer, FireFox, Chrome, and Safari.

http://www.wikihow.com/Clear-Your-Browser%27s-Cache

Main Menu

The FLEX admin screen uses tabs to divide your tools into sections. There may be up to nine tabs: Content, Media, Site, Engagement, Ads, Reports, Settings, Support, and National. This manual contains detailed information on each of these tabs and the tools contained within them. FLEX gives you amazing control your website content and layout. Explore these settings and tools. Optimize your site to the fullest.

The National tab is not available to all users

Content – The tools in this section help you generate content on your site. These tools include your Promo Reel, Event Manager, News Item Tool, RSS Parser, Page Creator, On Air Tool, Text Tool, Blog Tool and others. This is the content you'll update regularly to keep your site fresh.

Media – The tools in this section include the Photo Gallery and the login for VMix (if you are affiliated).

Site – The Site tab features the tools you'll use to modify the layout of your site. The Theme Manager allows you to edit the location, color and font of your content boxes, change your background image and your masthead. You can also schedule site takeovers and create splash pages.

Engagement – All of the modules that involve listener interaction can be found in this section. Your Poll Tool, Forms Tool, Registered Users, School Closings and Keyword Tool are managed in this section. You'll also find our Social Media tool, the Load it and Love it photo contest tool and the NCAA Bracket Tool.

Ads – Here is where you can schedule all your online advertising banners using either Adnext or OpenX. You can also ad peel-back banner ads using our Peel Ads tool.

Reports – This is where you get your website statistics. OneStat is the software used to monitor visitors to your site and generate custom reports.

Settings – In this section you will find the SEO administration and the user management control panel if you're a site administrator.

Support – If you need technical assistance, you can submit a ticket and your developer will be in touch to resolve the issue.

National – This feature allows you to share content across multiple FLEX sites and is only available to National Users.

Content

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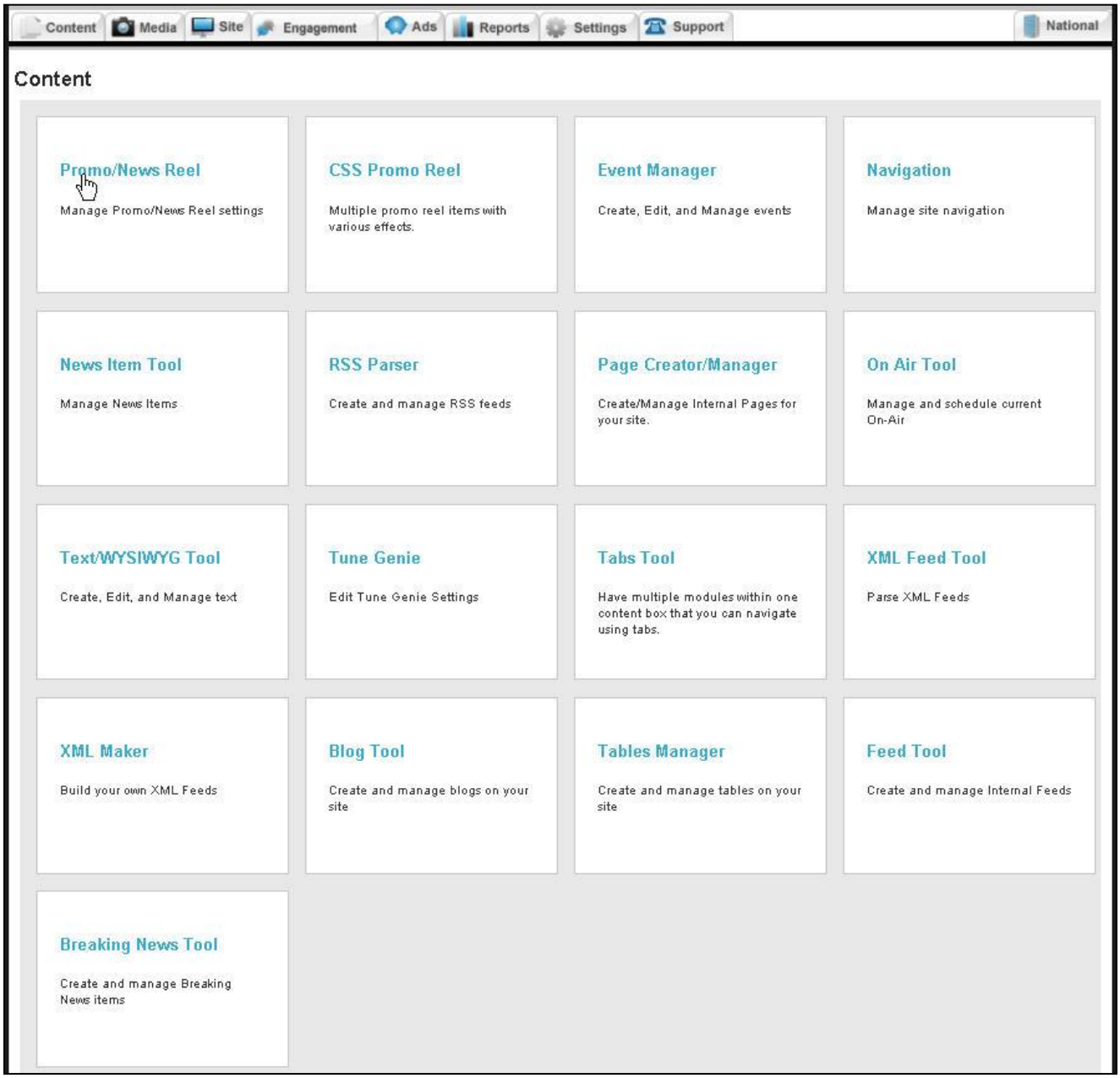
The Content Section contains your basic website tools. This is the first page you'll arrive at once you enter the Administrator's Portal. These tools populate the *core* of your website.

Note – Only tools you have permission to use will appear



Promo/News Reel

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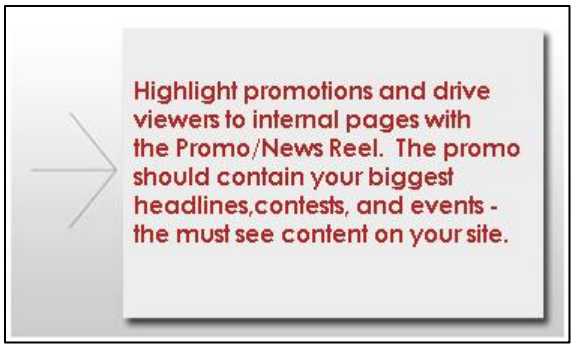
Highlight promotions and drive viewers to internal pages with the Promo/News Reel. The promo should contain your biggest headlines,contests, and events - the must see content on your site.

How do I update my Promo/News Reels?

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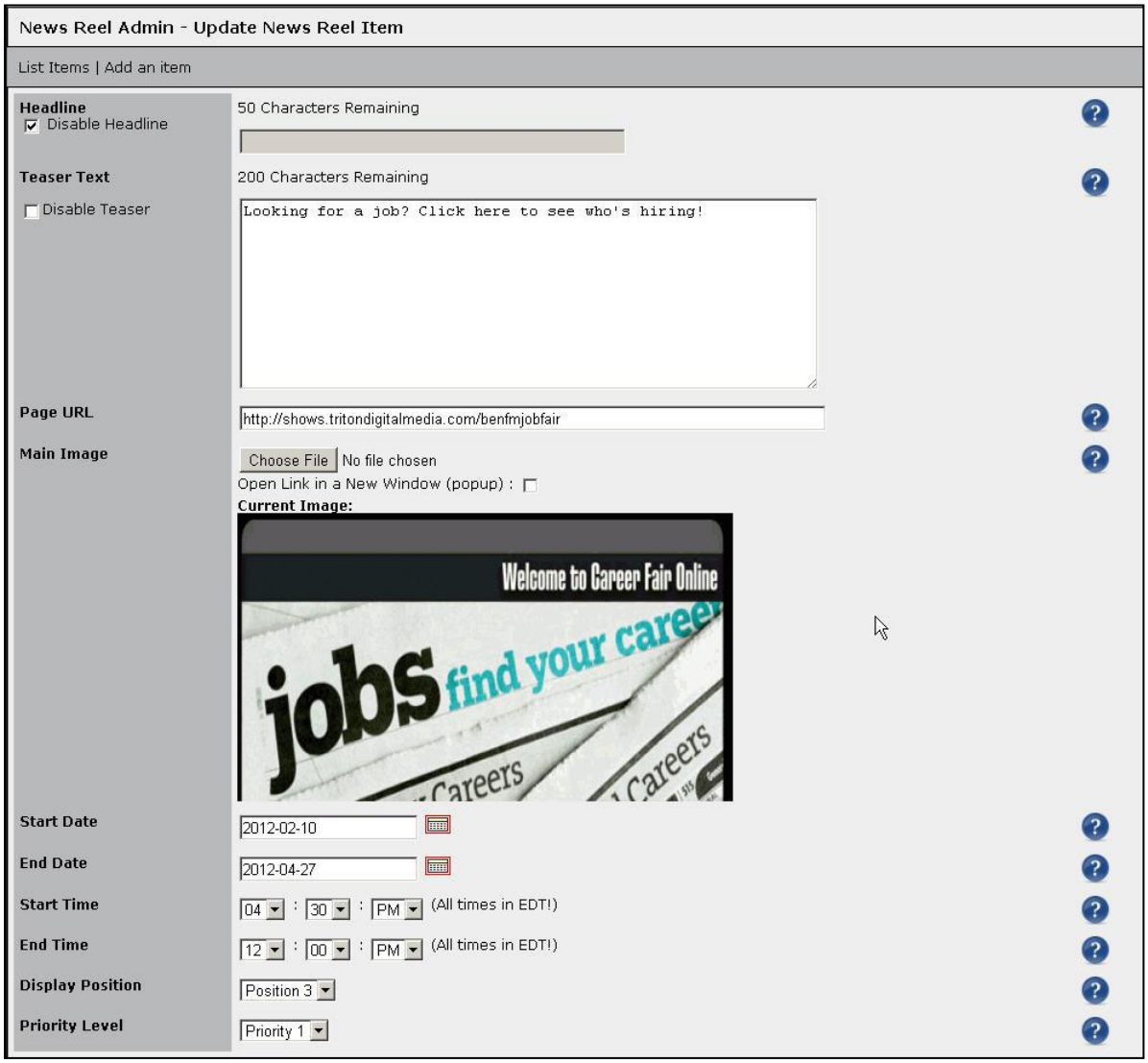
Click the Content Tab, then click Promo/News Reel

The Promo/News reel will list all items setup in the tool. Click on the pencil icon under in the **Action** column to edit an item. Here is where you can upload a new image or adjust the display settings on an existing item. Click on the red X to delete. Click Post to **Social Media** to share your promo on Facebook, Twitter and other social accounts. Click here for instructions on how to setup social media sharing from your site.

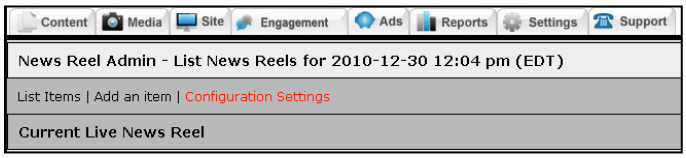
How to Add a New Promo

Click **Add an item** to create a new promo. You can add text by deselecting the boxes to enable the **Headline** or **Teaser** options. This text will appear on top of your promo graphic. Add the linking URL. If you do not want the image to link to another page enter the URL of the homepage.



Enter the **Start** and **End** dates/times. Assign your new promo to one of the **Display Positions**. You can have up to 6 active promos at a time. The **Priority Level** determines the order that each item is displayed. Priority 1 items will display first when a listener visits your homepage.

You can adjust the display and rotation of your promo items by clicking **Configuration Settings.**



Change the amount of time a promo is displayed by adjusting the **Iteration Setting**. You can also choose to have a promo display using the **Arrow Scroll** or **Mini-Thumbs** options.

Mini Thumb Option

Arrow Scroll Option

CSS Promo Reel

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The CSS Promo Reel allows you to select from multiple promo reels with various effects. Here is one example with mini-thumbnail photos below the main banner. Contact your Digital Services Manager for more details about setting up the CSS Promo Reel on your site.

Event Manager

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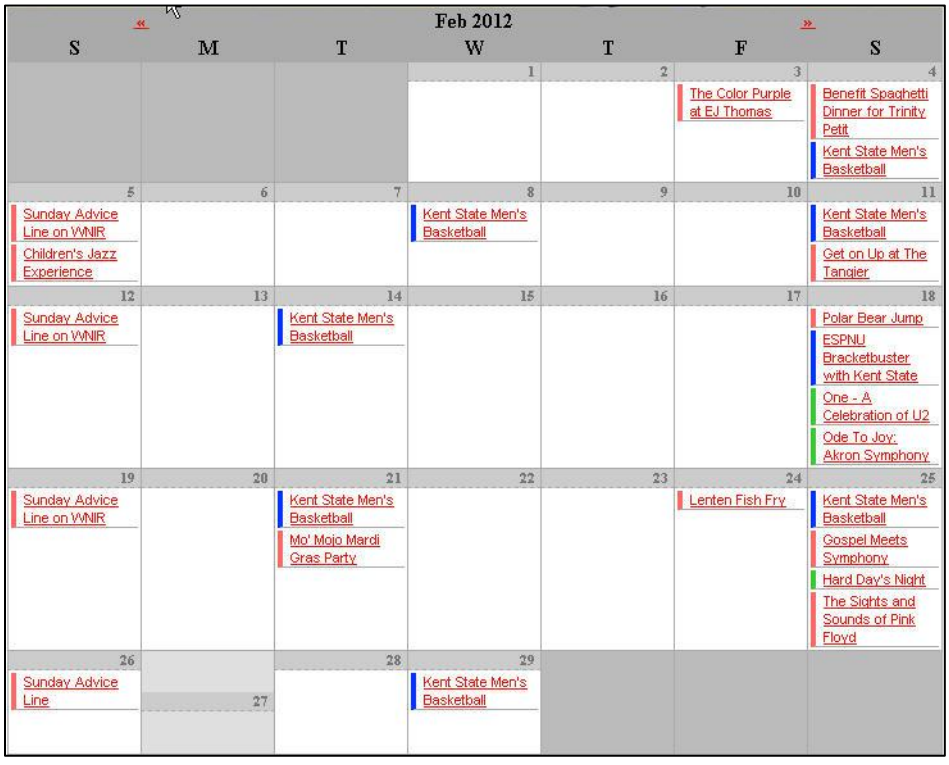
You can manually add each event, or import many events using the Import tool. Click **Import** to get details on how your event data should be formatted. Uploading a spreadsheet is a great way to share event information with a group of sites.

You can use the Event Manager to display information in several ways. This is how the **Big Calendar** will appear on your site.


« Feb 2012 »
S M T W T F S
1 2 3 The Color Purple at EJ Thomas 4 Benefit Spaghetti Dinner for Trinity Petit Kent State Men's Basketball
5 Sunday Advice Line on WNIR Children's Jazz Experience 6 7 8 Kent State Men's Basketball 9 10 11 Kent State Men's Basketball Get on Up at The Tangier
12 Sunday Advice Line on WNIR 13 14 Kent State Men's Basketball 15 16 17 18 Polar Bear Jump ESPNU Bracketbuster with Kent State One - A Celebration of U2 Ode To Joy: Akron Symphony
19 Sunday Advice Line on WNIR 20 21 Kent State Men's Basketball Mo' Mojo Mardi Gras Party 22 23 24 Lenten Fish Fry 25 Kent State Men's Basketball Gospel Meets Symphony Hard Day's Night The Sights and Sounds of Pink Floyd
26 Sunday Advice Line 27 28 29 Kent State Men's Basketball

You'll use the **Theme Manager** to place the calendar on your site once you've entered the content. Click here to learn more.

You can also display your event info in a **Mini-Calendar** or in a list, and post to social media from the FLEX admin. Just click **Post to Social Media** icon once you enter your event.

Click here for on how to setup **Social Media** sharing from your site.

How do I add Events to the Calendar?

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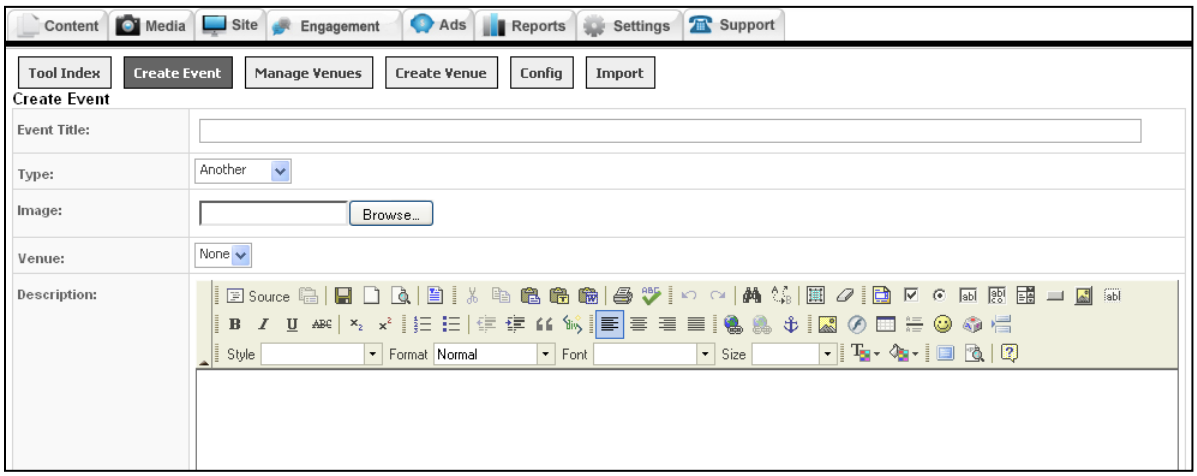
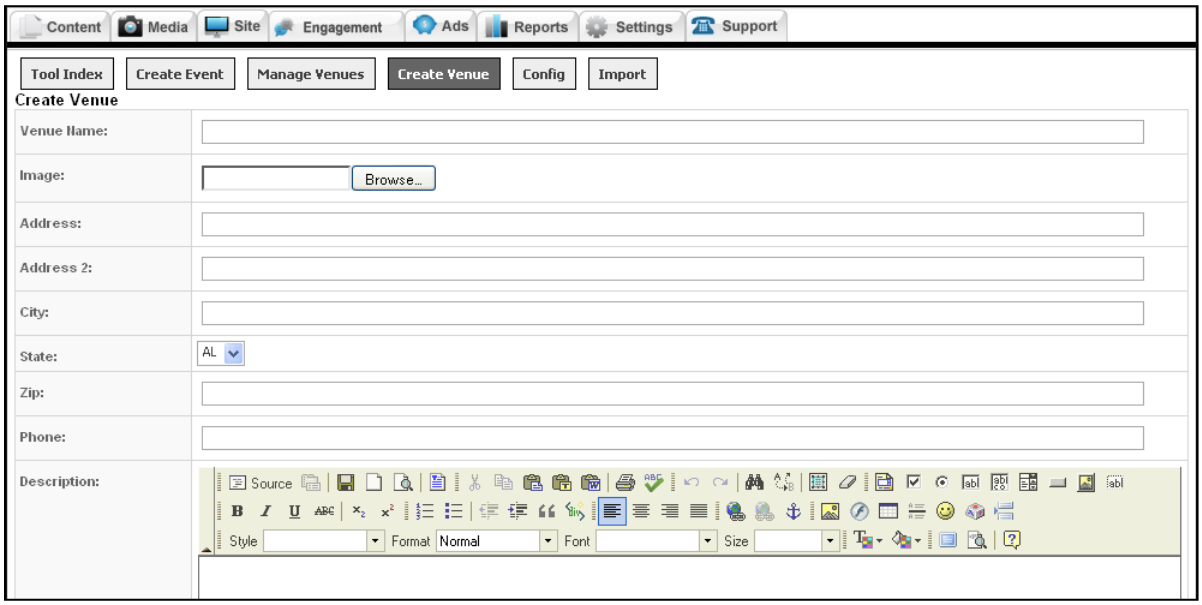
Click the Content tab, then click Event Manager

Click **Create Event** to add events to your calendar. Enter the required information. You can add links to an event page and assign a **Venue**. Use the editor tools to insert graphics and format your text.

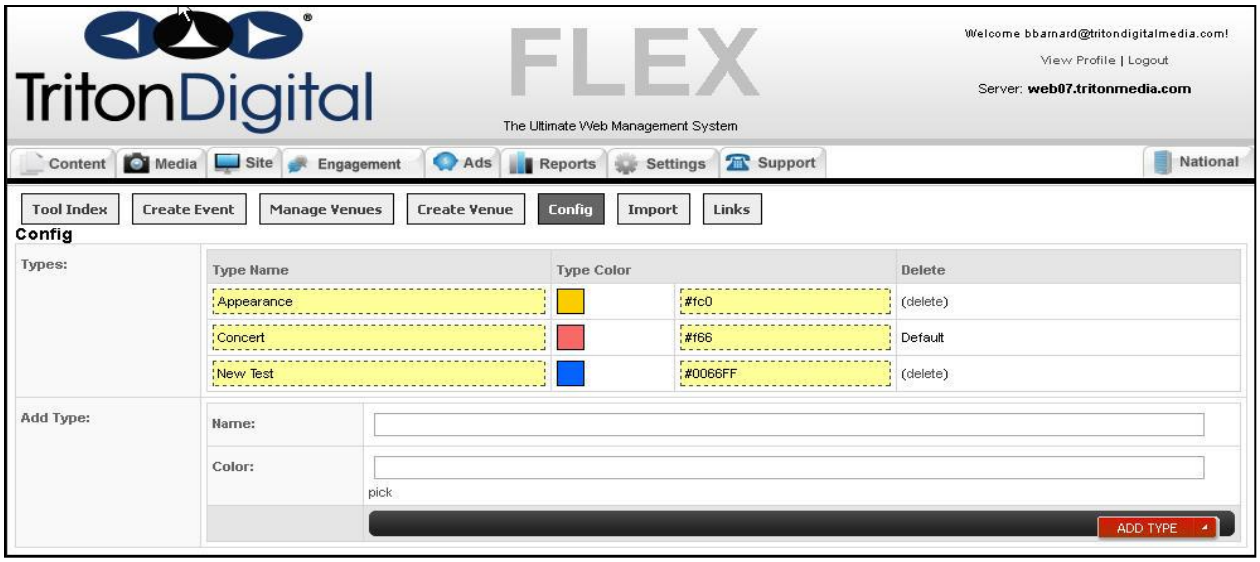


Once a venue is created, simply select it from the drop-down menu. The venue's information will be listed in the event post. Click **Create Venue** and enter the location and contact information. Click **Manage Venues** to update this information in the future if you need to.



Event Manager continued

Customize your calendar by assigning colors to event types. All Rock Concerts can be in Red, all Promotional Events in Green. This will also allow your listeners to quickly find what they need. Click **Config** to create your **Event Types** and assign their color. The color will appear next to the event title on your calendar.



Click the **Links** button to get the unique links for each **Event Type** you've added, or for **All Events**. You can direct listeners to pages dedicated to concert information or station promotions. You can get links to the calendar displays or you can view your event information in a table.

Navigation

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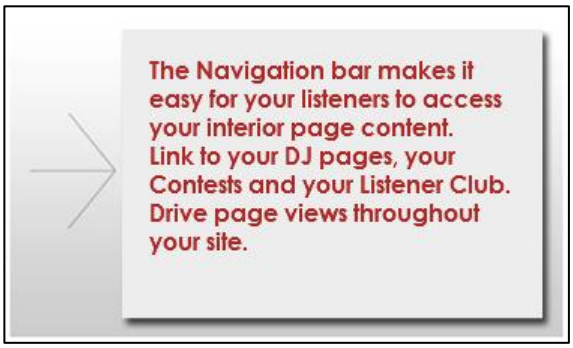

The Navigation bar makes it easy for your listeners to access your interior page content. Link to your DJ pages, your Contests and your Listener Club. Drive page views throughout your site.

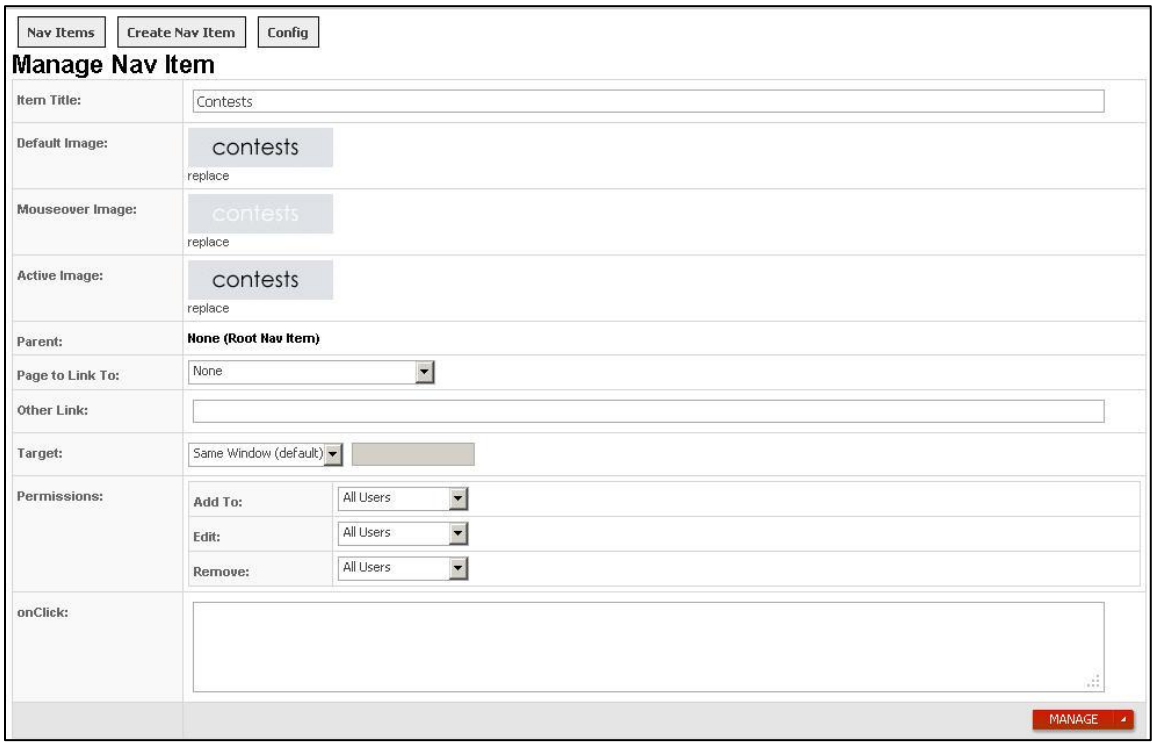
The total width of your navigation buttons must be 990 pixels or less to fit within your navigation bar. FLEX sites are delivered with the primary navigation buttons you request during the site mock-up process. They are sized by our production team to fit evenly across your site. It's best if you consult with your Digital Services Manager before changing them.

How do I add items to the Navigation Bar?

Back to FAQ

Click the Content tab, then click Navigation

Once you open the **Navigation** tool, click **Manage** and select **Create Nav Item**. Upload your new images. Add a **Mouseover** image if you want the font or background color to change when listeners place their cursor on the button.



Navigation Tool continued

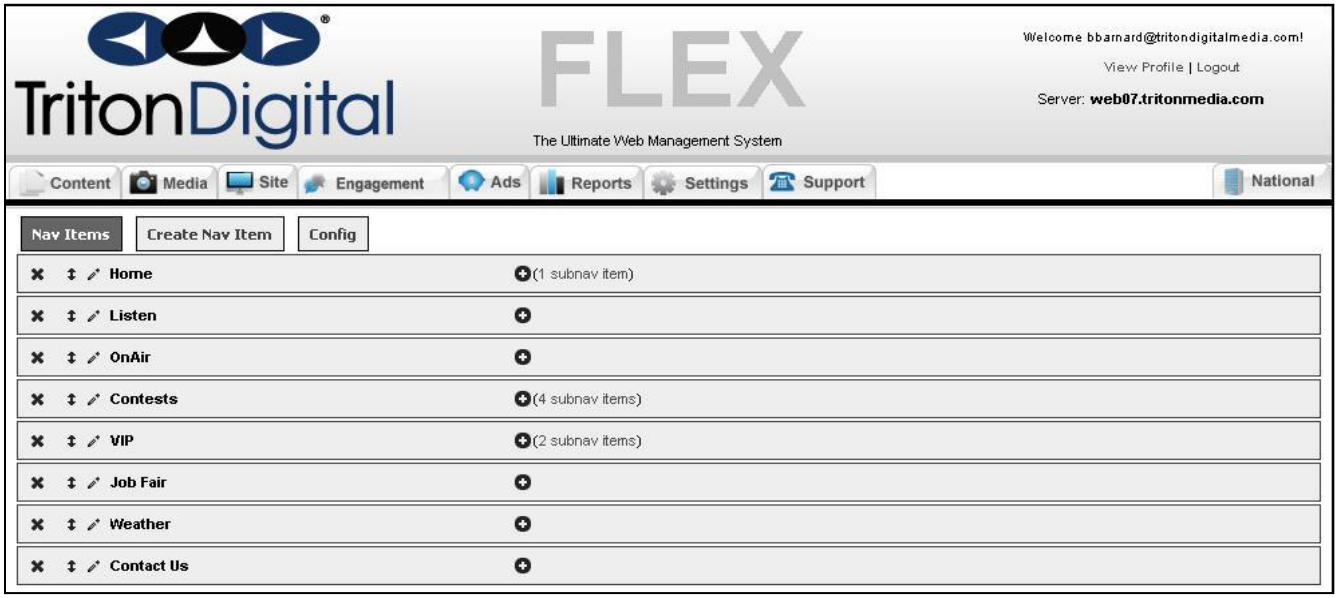
Link the navigation button to a page on the site by selecting it from the **Page to Link To** menu, or type an external URL in the **Other Link** field. Be sure to include the entire URL, ex. http://www.domain.com. Set the **Target**. Do you want the page to open in the same window or a new tab on the browser?

You can choose to limit access to individual navigation buttons by setting **Permissions**. This only applies to sites that share content using our **Resource Manager**.

The **onClick** field is where you enter code to execute a command like launching a streaming player. Ask your Digital Services Manager for more details.

Click **Create** once all the applicable settings are entered.

Use the directional arrows in the main menu to set the order of your navigation buttons.



How to Add a Subnav item

Subnav items display in a drop-down menu below your primary navigation buttons. You can add as many subnav items as you need. Click the plus sign and enter item **Title** in the next screen. Set the font, text size and enter the link URL.

The main menu will show how many subnav items are under each primary navigation button. Manage them by clicking the link in the parenthesis.

News Item Tool

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Use the News Item Tool to display all your stories in a consistent style. Set the start and end dates so there's always fresh content on your site.

How do I add a News Item?

Back to FAQ

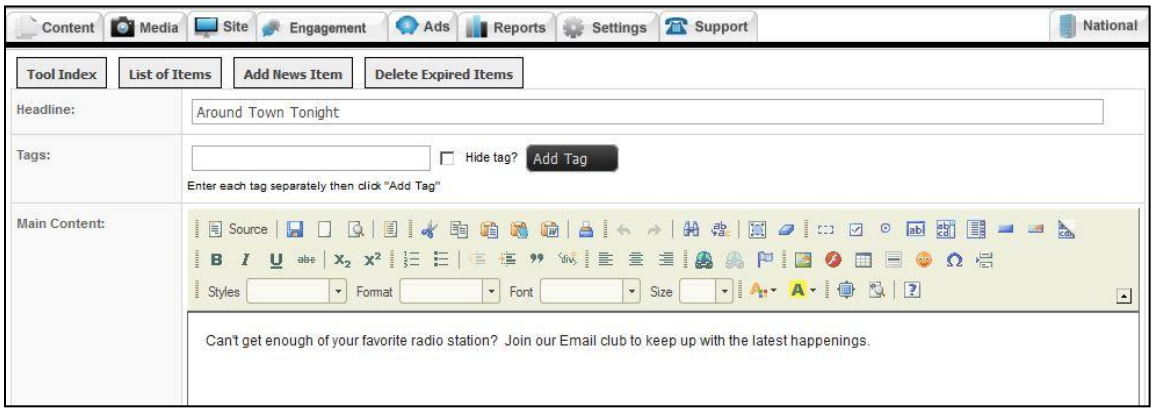
Click the Content tab, then click News Item Tool

All of your **News Items** are listed in the **Tool Index**. News items can be local news stories, station events or upcoming concerts – it's up to you. **Rank** determines the display order. You have several display options. **Highlight** will show the title and main content with a link to the secondary content. You can also display the **Full Text**, or mark items **Hidden** until you're ready to make them live. Click **Update Display Info** to finalize any changes made to the rank or display settings.

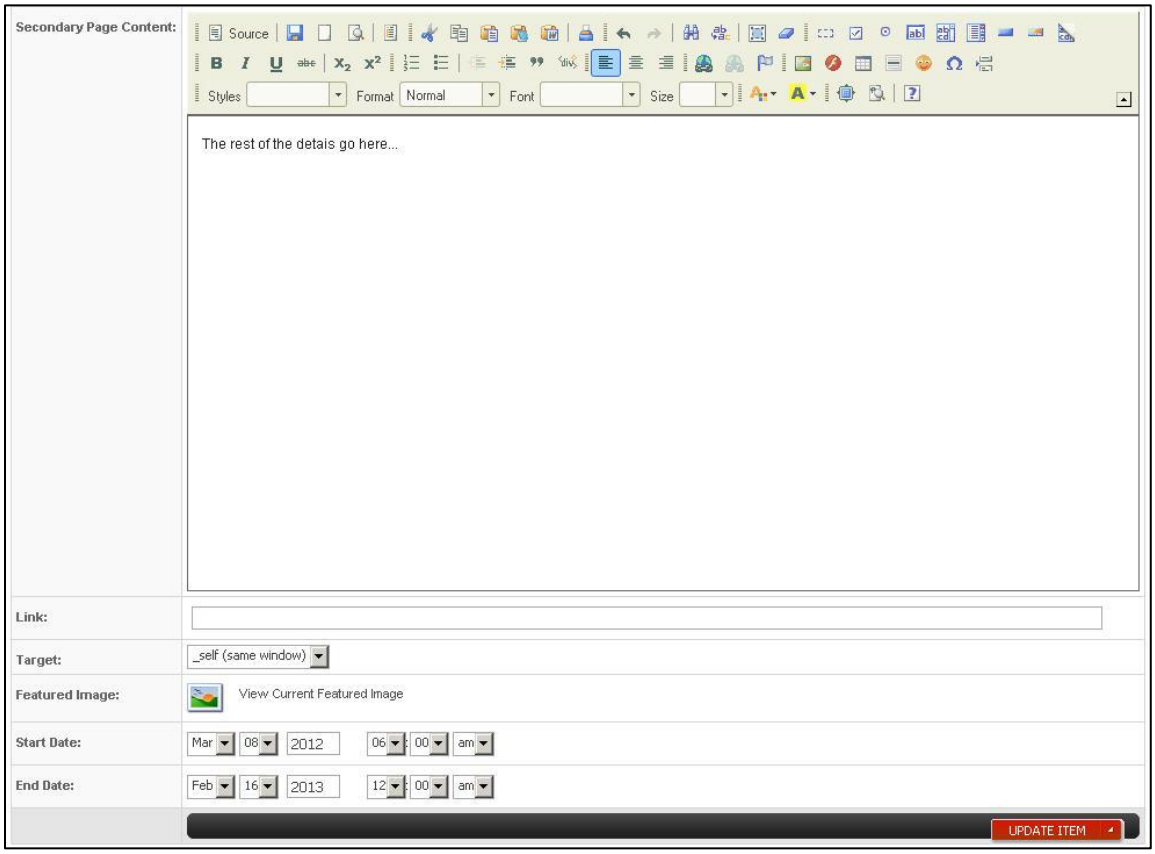
Click **Add News Item** to create a new one. This will launch a text editor that you'll use to enter the content. Click **Modify** to edit an existing item.

News Item Tools continued

Use the text editor to enter the headline, tags and content. **Tags** allow you to increase the visibility of your items by linking them to related content on your site. For instance, add a *morning show* tag if your item has details on a morning show event. There will be a link above the item that directs listeners to a page with all the morning show-tagged content on your site. Click here for more information on the **Tag Tool Manager**.



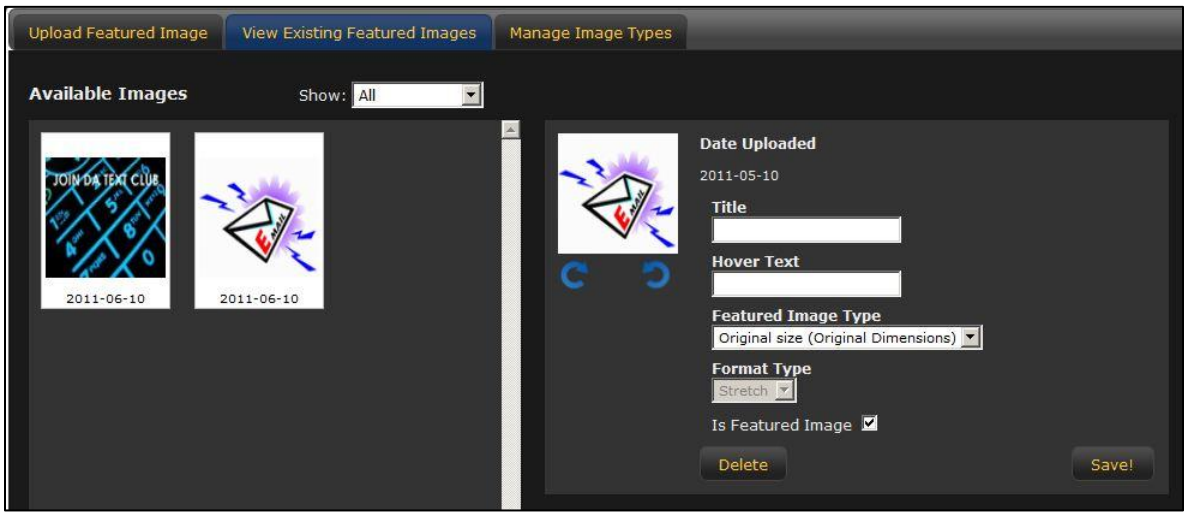
A *more* button will link to the **Secondary Page Content** from the **Main Content.** Enter an external URL in the **Link** field to drive listeners to a sponsor's website.



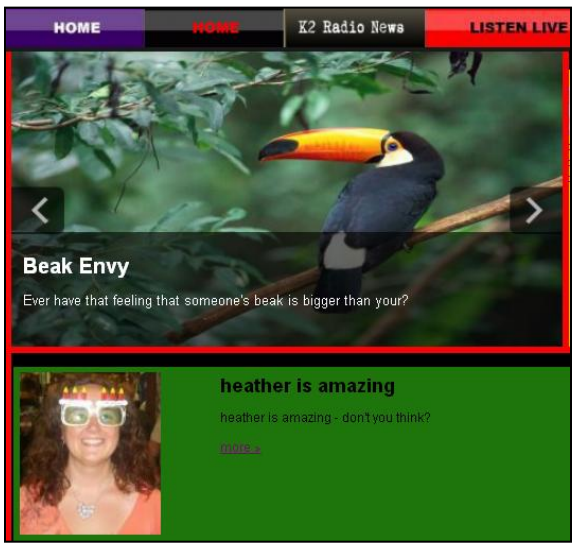
News Item Tools continued

Set the start and end dates of your news item once all the applicable fields are completed. It will be removed from the site at the end date/time, and will be marked **Expired** in the **Tool Index**. You can edit or reschedule expired items. Click **Update Item** to save changes.

Setting a **Featured Image** next to the item text also increases its visibility. Click the image icon to launch the **Featured Image Manager**. Use this to upload images and add an image title or hover text.



Here is a news item as viewed on the homepage. The featured image is aligned to the left of the headline and text, and a *more* button takes listeners to the rest of the story.



You'll use the Theme Manager to place the news item tool on your site and set the background color.

You can also post your news item to social media. Click here for instructions on how to setup **Social Media** sharing from your site.

RSS Parser

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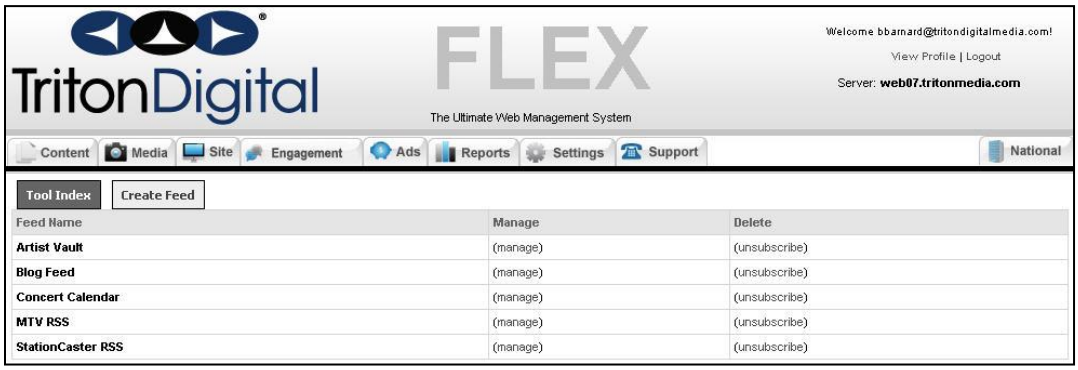
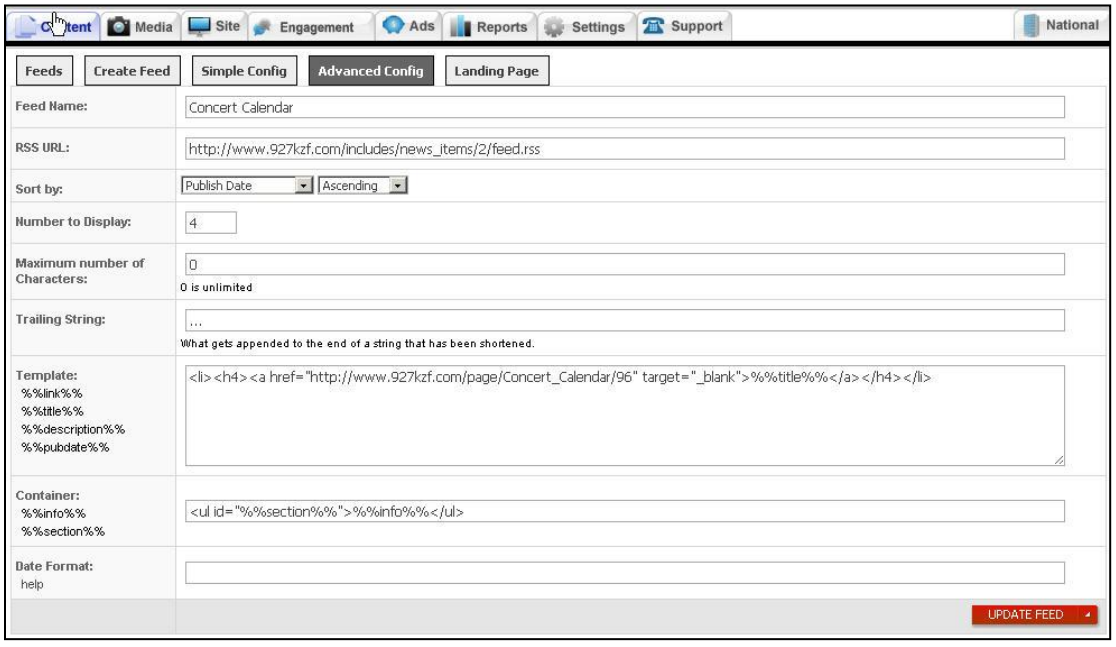
RSS - Really Simple Sharing.
The RSS Parser allows you to setup customized 3rd party feeds to add fresh content to your site. Some Flex tools can also be shared via RSS. Ask your DSM for more information.

Click **Create Feed** and enter the feed URL. Our developers setup the RSS display templates when your site is developed. Please contact us if you'd like to edit the template.



Click Manage to edit the feed. The image below shows you the **Advanced Configuration** Settings. These will be populated by default. Use the Theme Manager to place the RSS Parser tool on your site. Click **Update Feed** to see your feed go live!



Page Creator/Manager

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Use the Page Creator/Manager to build your interior pages, add keywords to optimize search engine findings, and share content with other Flex sites in your group.

How can I create a new Page on the site?

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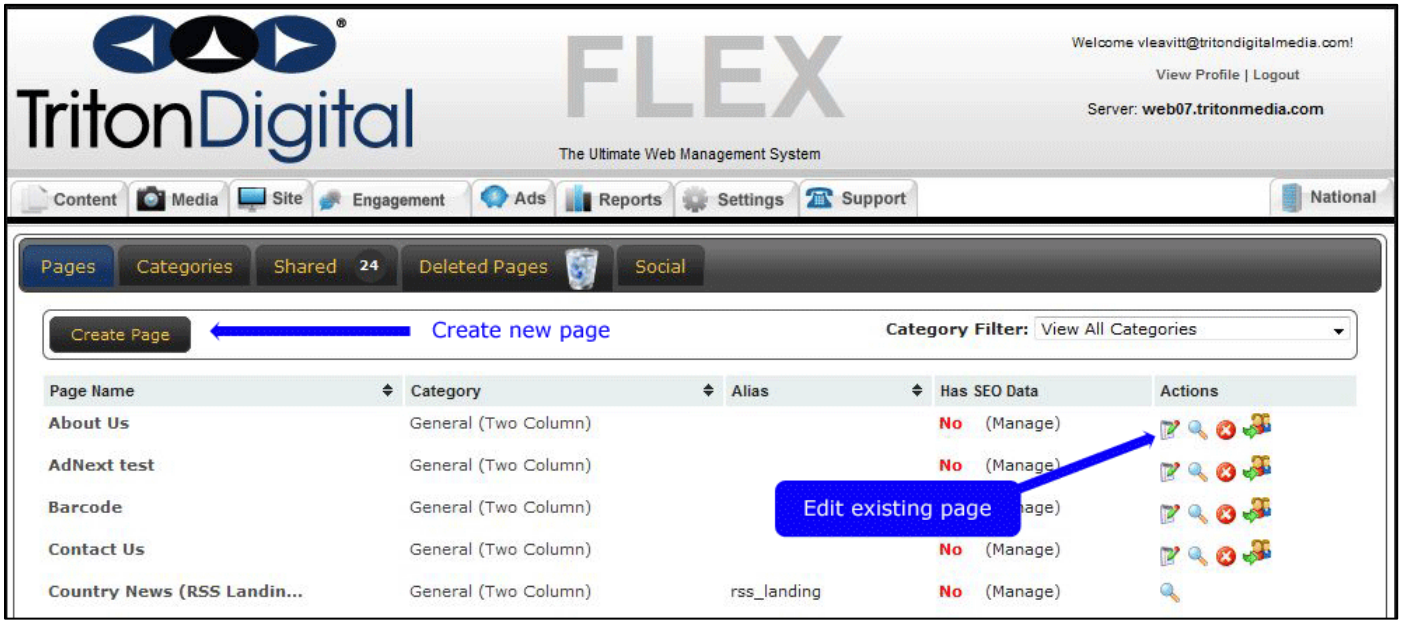
Click Content, then click Page Creator/Manager

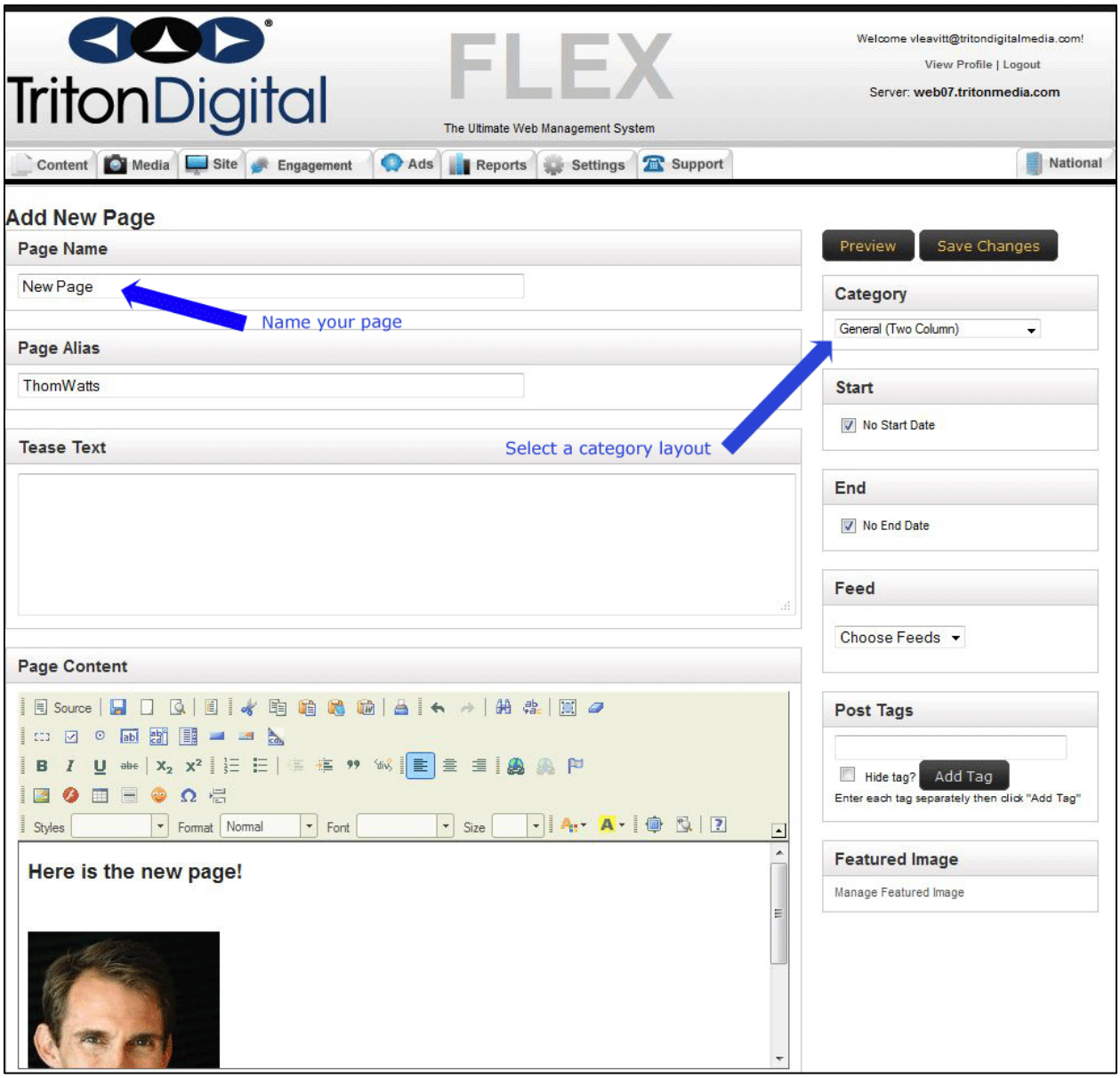
Your existing pages will be listed in the left column. Click **Create Page** to build a new one. Click the tablet icon to edit an existing page.



Clicking **Create Page** will bring you to the **Page Editor.** Give your page a unique name. The **Page Name** will be the actual text that appears at the top of your webpage.

You can also give your page an **Alias**. The alias is a URL shortcut to the page. The page will appear if "www.domain.com/alias" is typed into the address bar of a browser. Example: www.wxyz.com/concerts

The page **Category** will define the basic layout of your page. The category will also create a default setup for the right column. Find more information on page categories later in this section.

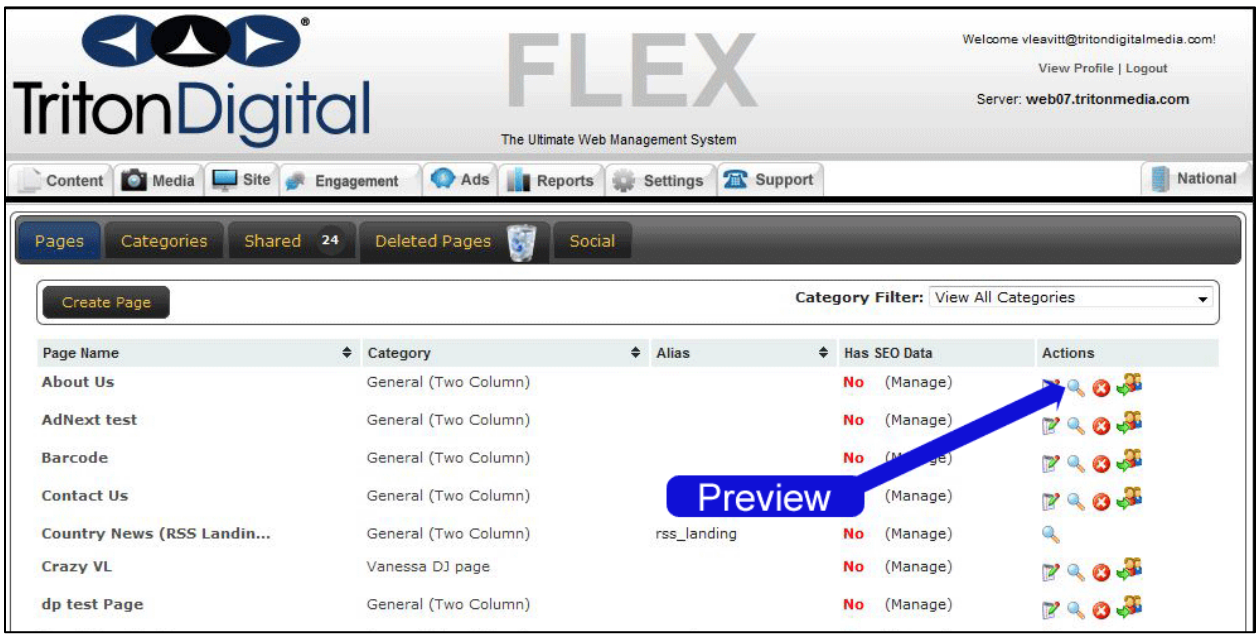


Add all your original content in the text editor. You can use the tools to format text, insert images, links and even Flash files. You also click the **Source** button and switch to **HTML** to add embedded code like YouTube videos.

Setting a **Start** and **End** date is useful if your page features time sensitive information, like contest details. The page will only viewable during that specific timeframe. The page will always be viewable if **No Start Date** and **No End Date** are checked.

Add **Tags** to increase the visibility of your page by linking to similar content on your site. Click here to find out more about the **Tags Tool Manager**. The **Feed** and **Featured Image** menu items are for the **Feed Tool**, which uses the Page Creator to add content. Click here for more information on the Feed Tool.

Click **Save Changes.** This will bring you back to the main menu. Click the **Preview** button to view your new page.

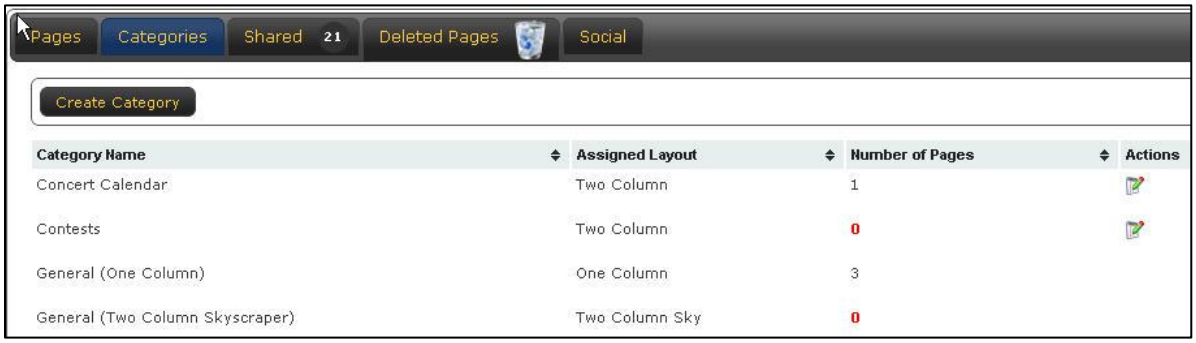


Categories

A **Category** is the name given to a specific page layout**.** All categories start as **One Column** (no right column), **Two Column**, or **Two Column Skyscraper** (right column dedicated to a skyscraper banner ad). You can customize categories in the Theme Manager by placing additional content (Poll tool, Blog tool, etc.), editing the layout and setting background, font and title colors. Categories are created in the Page Creator and edited in the Advanced Theme Manager. They can be deleted in the Page Creator only if no pages are currently assigned to them. Use the **Category Filter** to view all pages assigned to a particular category.

Creating categories is a great way to add dynamic content to your interior pages. For example, you can create a DJ page that features their blog, their Facebook feed and a unique poll. The content that is brought in through the FLEX tools, which are added to the new category, can be arranged around any text or graphics that is entered in the Page Creator.

Click on the **Categories** tab to create a new category. A pop up window will appear. Give your category a unique name and choose a general layout. Click **Save.**



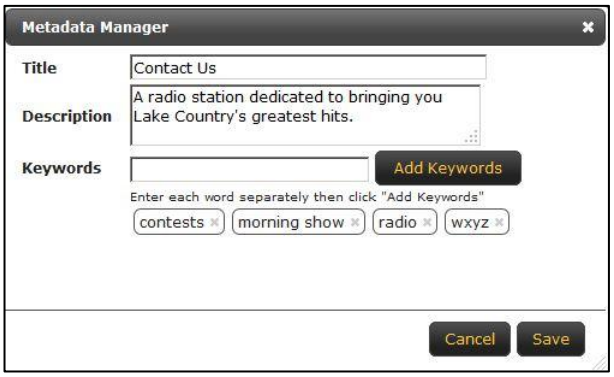
Your new category will now be listed in the theme manager. Click the **Layout** menu and select it from the list. Now you can make edits. Be sure to click **Save Theme** to finalize your edits. Click here for more information about making edits in the Theme Manager.

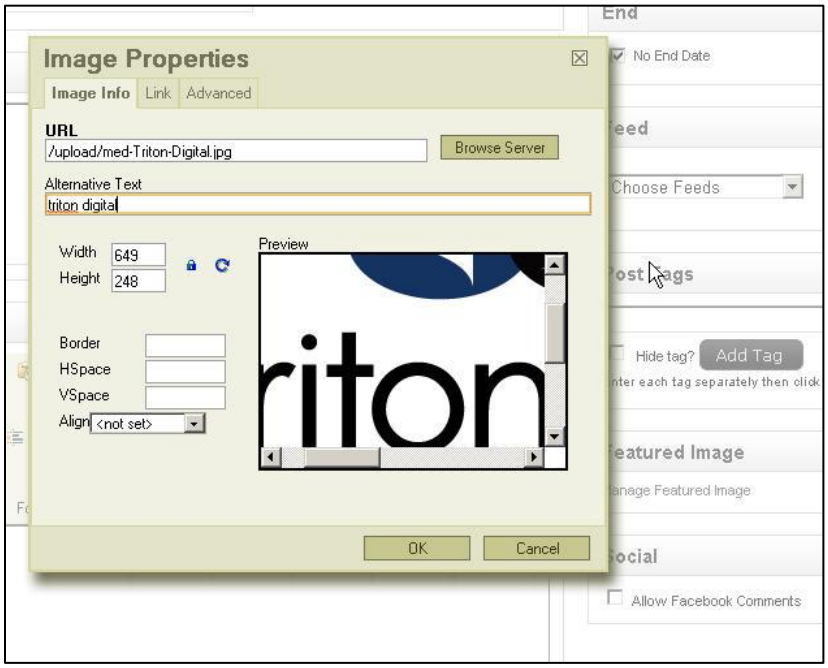
SEO Manager

Once you are satisfied with your page, you can give the page SEO data to improve search engine results. Go to the **Has SEO** data column. Click **Manage** to enter the data. This will include the **Title**, **Description**, and **Keywords**. Make sure to hit **Add Keyword** after each one is entered. You may only enter one at a time. Search engines scour sites for this information and use it to order the search results.

Search engine optimization (SEO) is the process of improving the visibility of a website or a web page in search engines via the "natural" or un-paid ("organic" or "algorithmic") search results. Other forms of search engine marketing (SEM) target paid listings. In general, the earlier (or higher on the page), and more frequently a site appears in the search results list, the more visitors it will receive from the search engine. SEO may target different kinds of search, including image search, local search, video search and industry-specific vertical search engines.

Here's some more information:
http://en.wikipedia.org/wiki/Search_engine_optimization





Alternative Text can also be applied to images to improve search engine results. It isn't displayed on the page. It's placed in the HTML code that search engines analyze to return results. Adding alternative text to images placed on your site, either though the Page Creator or the Text/WYSIWYG tool, will help optimize search engine results.

Deleted Pages

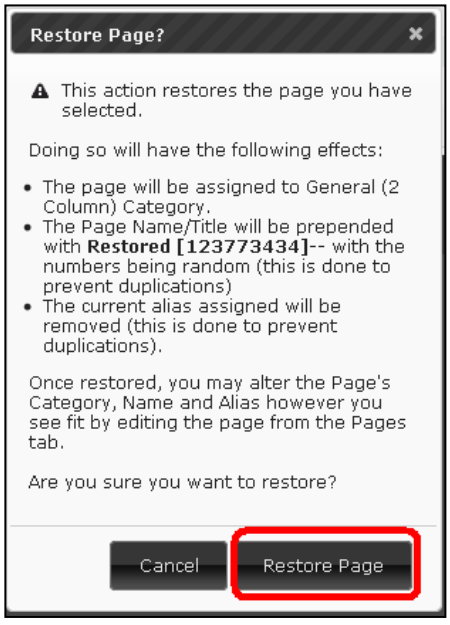
Deleted Pages acts as a recycle bin for all the pages you have removed from your site. This allows you to easily restore a page that has been deleted accidently. Pages will be permanently removed if deleted from the **Deleted Pages** Bin.

Can I restore a deleted Page?

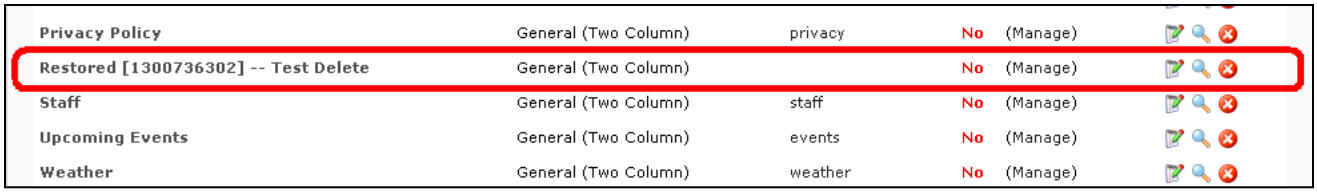
Back to FAQ

Click the Content tab, Page Creator/Manager, then click Deleted Pages

Locate the page name for the deleted item you wish to restore and click the blue **Restore** button. This will launch an alert notifying the page will not have the original name. The new page will be listed. The alias will also be removed. You can add the page name and alias again once the page is restored. Click **Restore Page.**

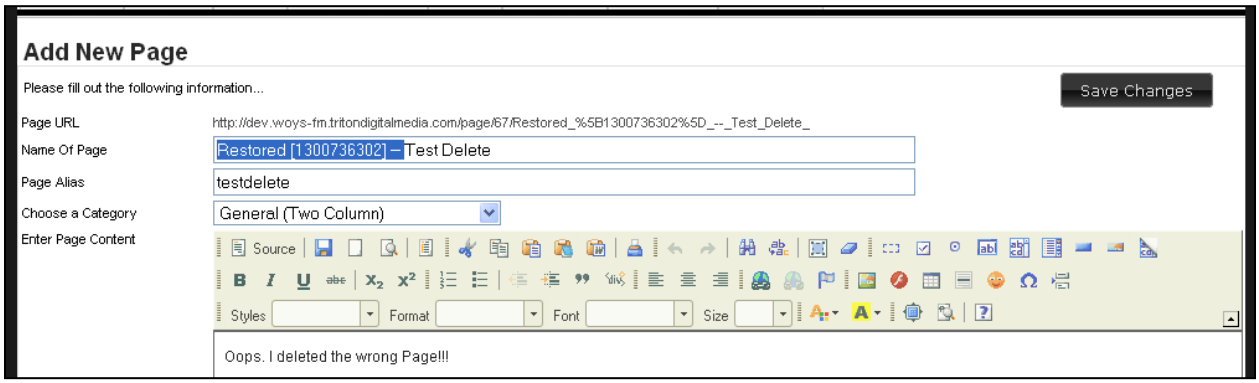

Restore Page?
This action restores the page you have selected.
Doing so will have the following effects:
The page will be assigned to General (2 Column) Category.
The Page Name/Title will be prepended with Restored [123773434]-- with the numbers being random (this is done to prevent duplications)
The current alias assigned will be removed (this is done to prevent duplications).
Once restored, you may alter the Page's Category, Name and Alias however you see fit by editing the page from the Pages tab.
Are you sure you want to restore?
Cancel
Restore Page

A success notification will appear and you will be directed to the Page List. The Page now has a restore tag before the original name. It also no longer has an Alias.

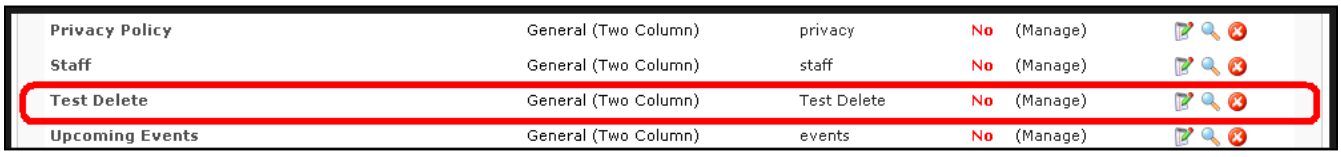

Privacy Policy General (Two Column) privacy No (Manage)
Restored [1300736302] -- Test Delete General (Two Column) No (Manage)
Staff General (Two Column) staff No (Manage)
Upcoming Events General (Two Column) events No (Manage)
Weather General (Two Column) weather No (Manage)

Click the **Edit** Icon.

Delete the restore information in **Name Of Page** and enter the **Page Alias**. The page will now be restored as it was prior to deletion.



Your Page will now appear under your Pages list.


Privacy Policy General (Two Column) privacy No (Manage)
Staff General (Two Column) staff No (Manage)
Test Delete General (Two Column) Test Delete No (Manage)
Upcoming Events General (Two Column) events No (Manage)

Shared Pages

Can I Create a Shared Page?

Click Content, then Page Creator/Manager, then click the Shared tab

You need to be a FLEX Market Administrator or National Administrator to create a shared page. When you share a page through this tool, the page may only be shared within the markets you control.

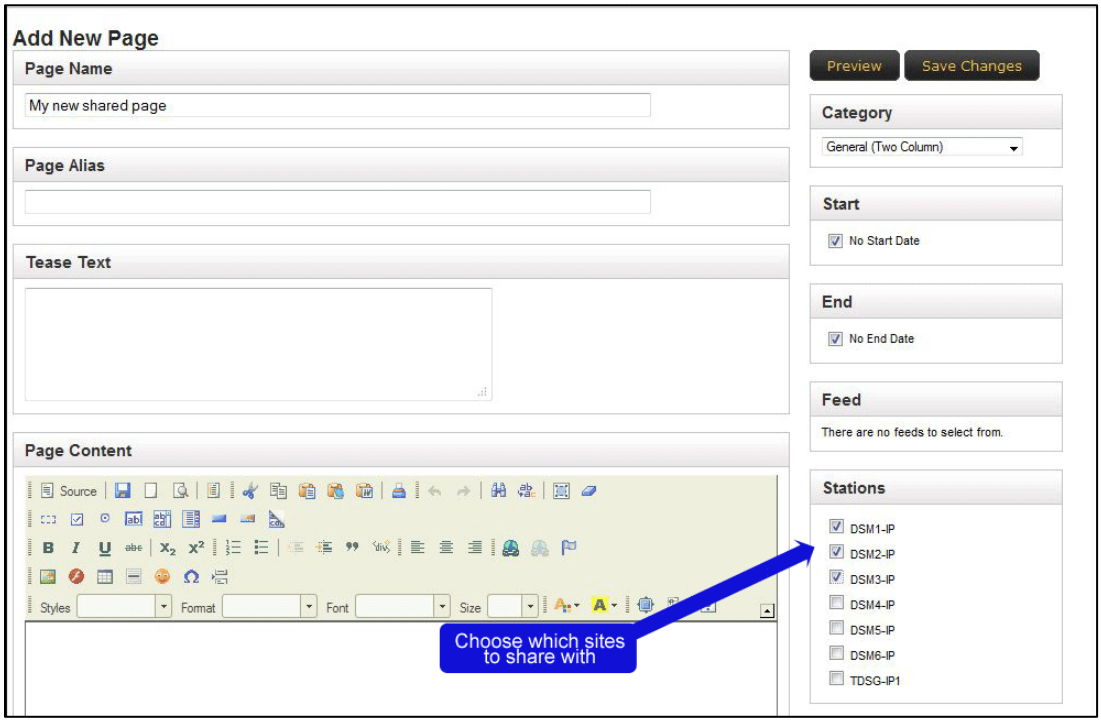
Use the National Page Creator to share beyond the market level. Note: you must be National Administrator to access this section.

Click on the **Shared** tab to create and manage shared pages. This will display a list of any pages that are currently shared and provide an option to create a shared page. Look at the **Source** column. If the source is **National** the page was shared on the National Level, and can only be edited or deleted by a National Administrator through the **National Tab**. If the page source is **Market**, a **Market Admin** (also referred to as a **Resource Manager**) or a National Administrator can edit or delete.

All users with access to the Page Creator can view the shared pages. Only Market and National Administrators can edit and delete them.

Click **Create a Shared Page** to begin a new one. Add content to your page and select the sites in the market that will have access to it.

All the stations in your market will be listed in the **Stations** menu. Click **Save Changes** to finalize your edits. All of the stations will now have this page listed in their **Shared Pages** menu.



Social Sharing

You can add social sharing links to your pages. Click the **Social** tab and check the boxes to **Enable Social Sharing**, the **Facebook Like** button, and **Facebook Commenting**.

The social sharing links and the Facebook Like button will appear below the page content. Click here for more information on configuring **Social Media** on your site.

Feed Tool

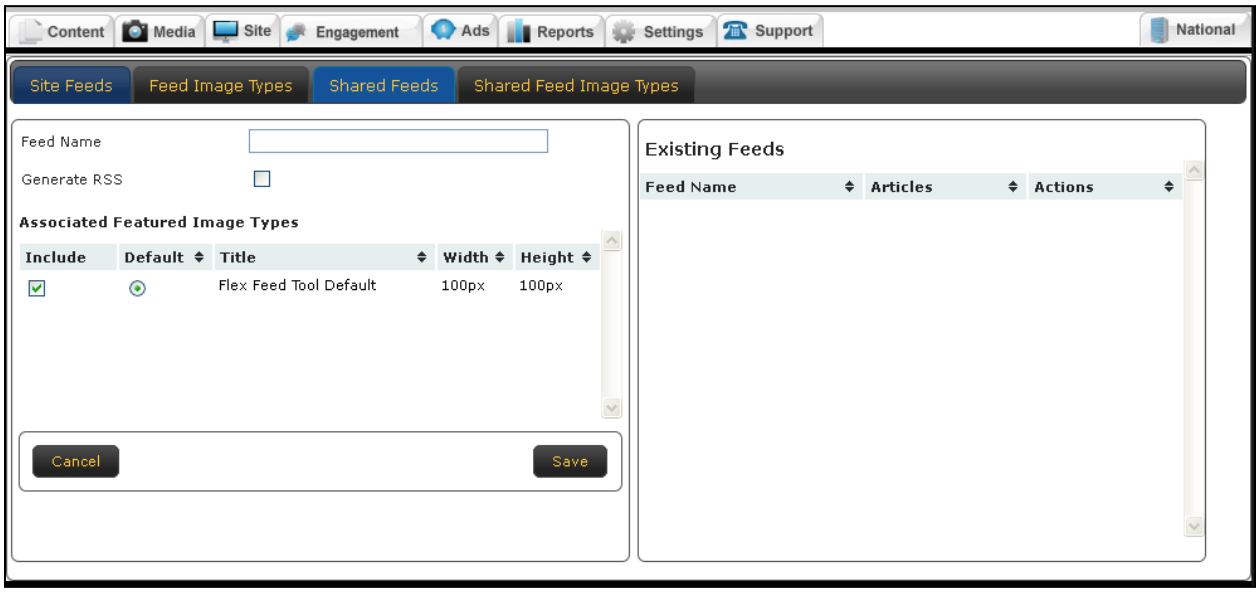
Back to Table of Contents

Syndicate your own content with the Feed Tool. Create articles in-house and share them via RSS or use the tool to display headlines, tease text and images on any page of your site.

How do I use the Feed Tool?

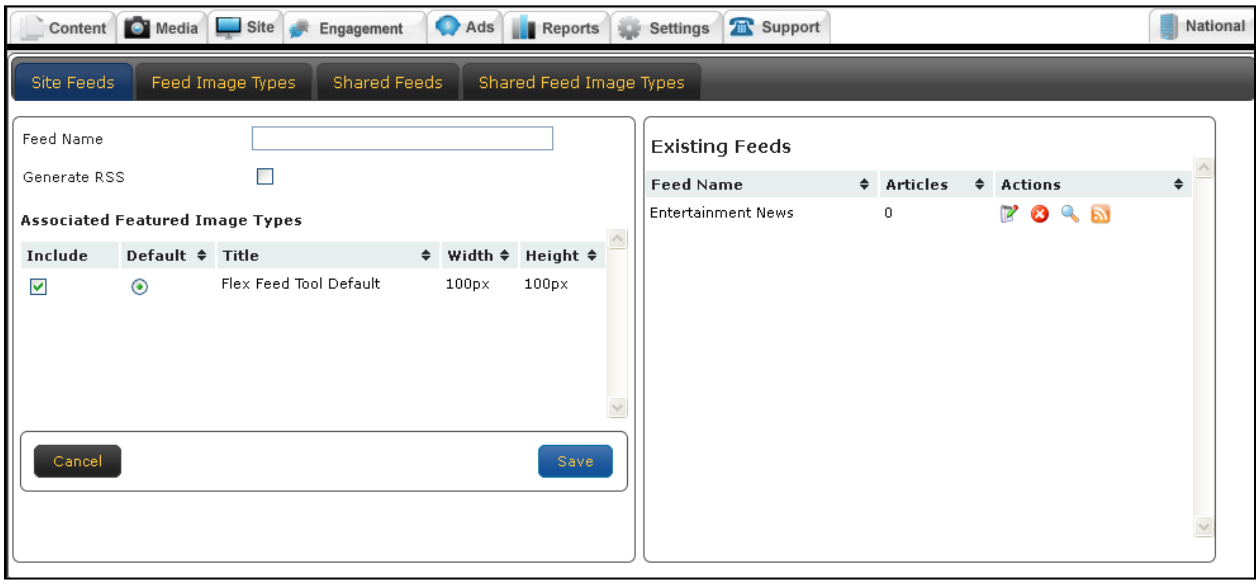
Back to FAQ

Use the Feed Tool to syndicate a group of pages built in the Page Creator. These pages may have a common theme—news, events—and they can all be displayed within one module on your site. The Feed Tool will paginate on the main landing page once many articles have been assigned to a feed so that all the content is easily accessed.



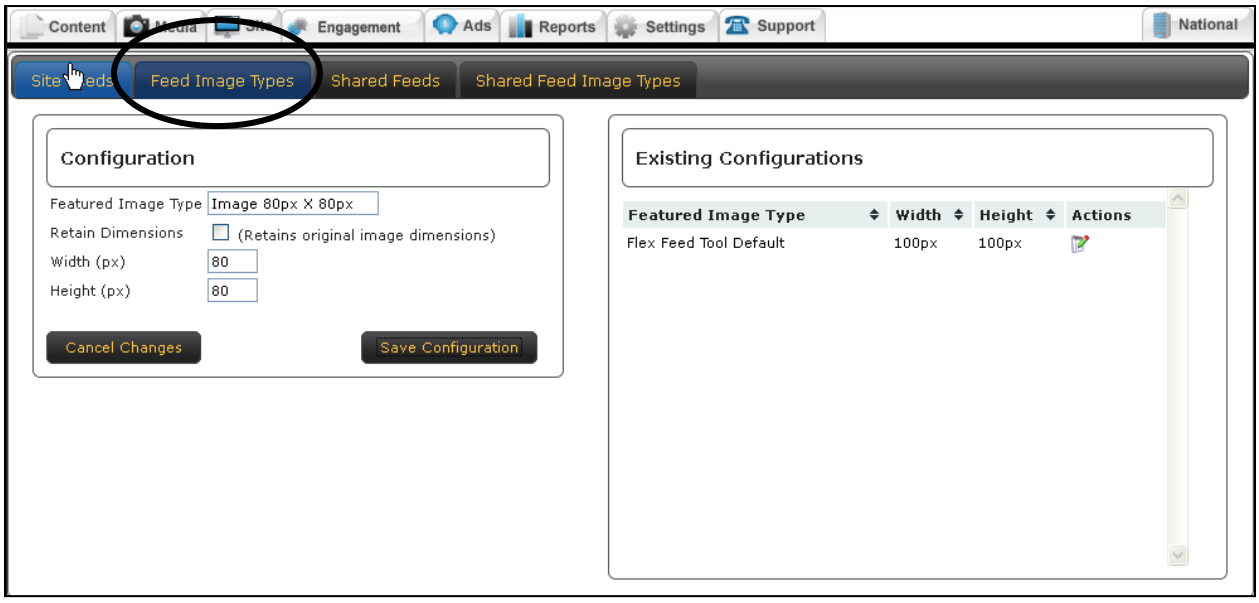
To begin, click **Site Feeds** and fill in the **Feed Name**. Then chose if you would like FLEX to create an RSS URL for your Feed, and click **Save**. Creating an RSS URL gives you another syndication option. You can share this URL with an affiliated news organization so they can post your content on their site. Or your listeners can subscribe to the feed by plugging the URL into their web browser.

Feed Tool continued



The Feed Tool defaults to a Feature Image of 100 pixels X 100 pixels but you can setup additional Feature Image Types.

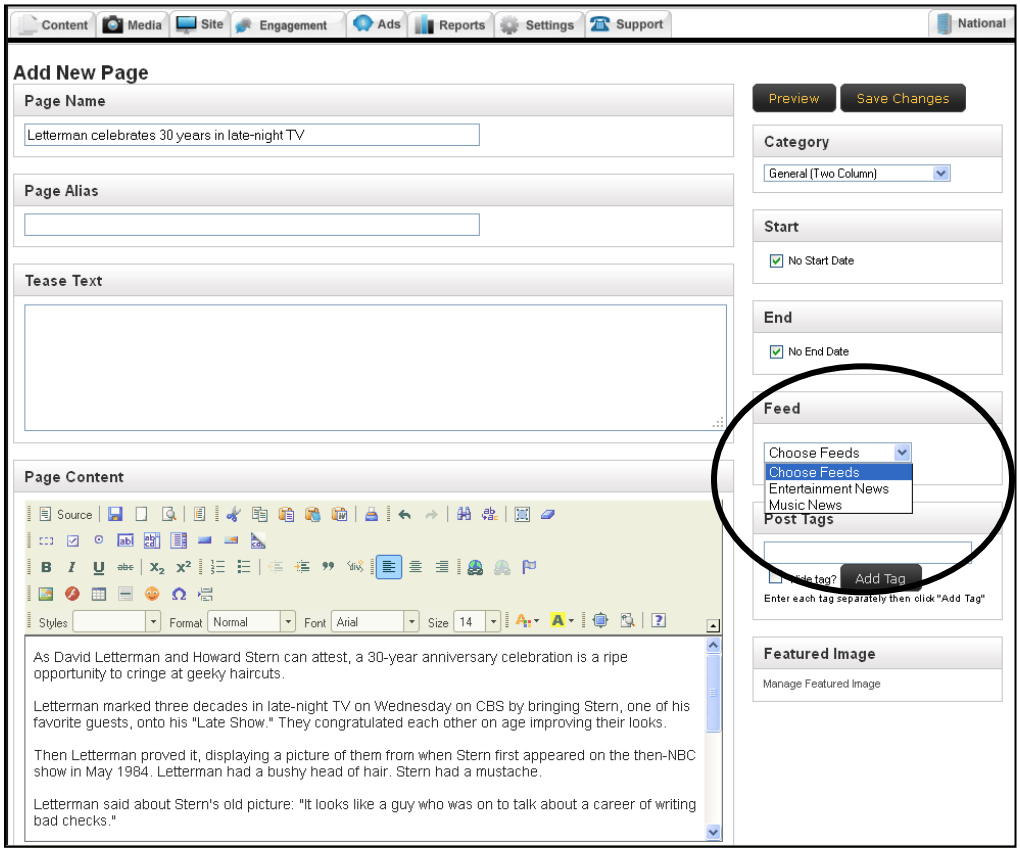
Select **Feed Image Types**



Enter a Feature Image Type name and adjust the width and height of the new image and select **Save Configuration.**

Adding pages to the Feed Tool

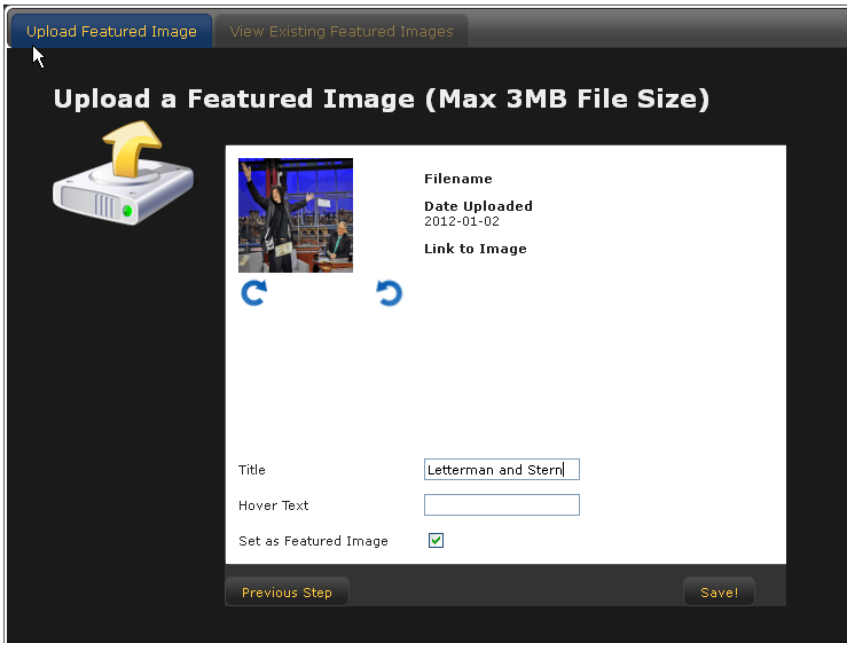
To add pages to an existing Feed, go to the Page Creator and select an existing page or create a new page.


Content
Media
Site
Engagement
Ads
Reports
Settings
Support
National
Add New Page
Page Name
Letterman celebrates 30 years in late-night TV
Page Alias
Tease Text
Page Content
Preview
Save Changes
Category
General (Two Column)
Start
No Start Date
End
No End Date
Feed
Choose Feeds
Choose Feeds
Entertainment News
Music News
Post Tags
Add Tag
Enter each tag separately then click "Add Tag"
Featured Image
Manage Featured Image
As David Letterman and Howard Stern can attest, a 30-year anniversary celebration is a ripe opportunity to cringe at geeky haircuts.
Letterman marked three decades in late-night TV on Wednesday on CBS by bringing Stern, one of his favorite guests, onto his "Late Show." They congratulated each other on age improving their looks.
Then Letterman proved it, displaying a picture of them from when Stern first appeared on the then-NBC show in May 1984. Letterman had a bushy head of hair. Stern had a mustache.
Letterman said about Stern's old picture: "It looks like a guy who was on to talk about a career of writing bad checks."

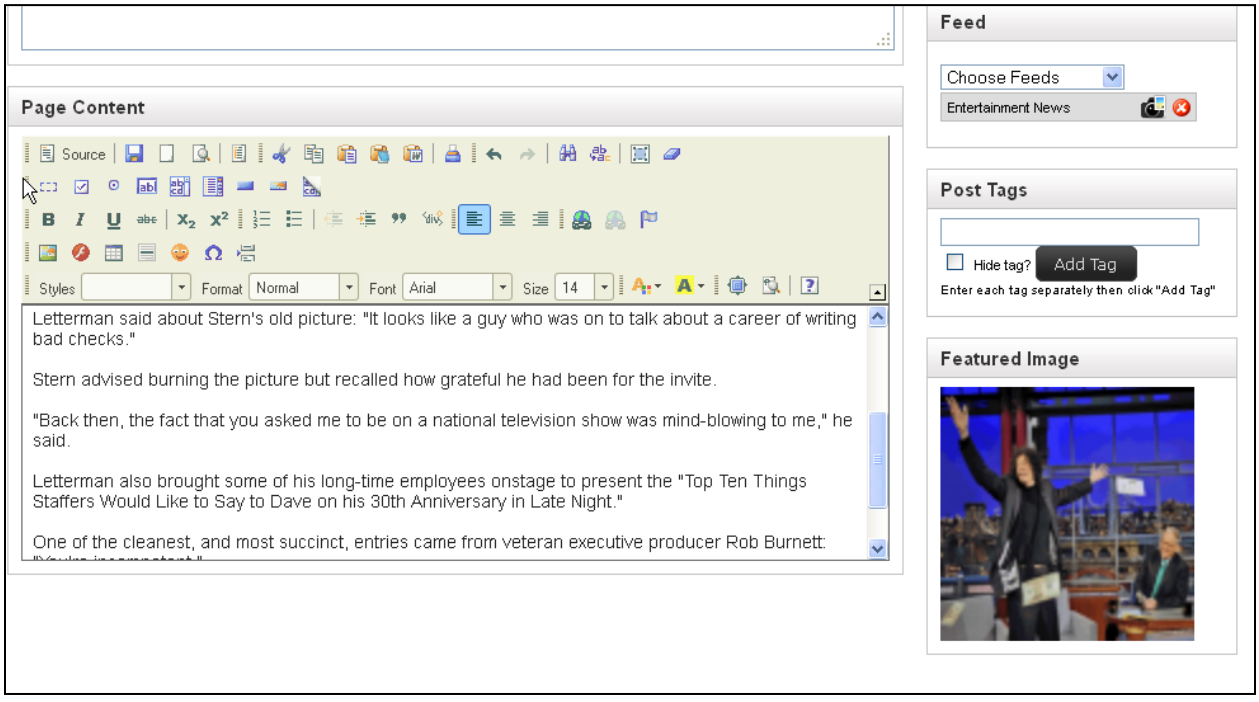
After you enter your content, select which **Feed** you would like to add this item to. Click **Featured Image** to add an image to your article. Click **Upload a Feature Image!**

Upload Featured Image
View Existing Featured Images
Upload a Featured Image (Max 3MB File Size)
Let's Get Started!
Upload a Featured Image!

Select the image from your computer. You can add a **Title** and **Hover Text** to the image. Always select **Set as featured image**. This will assign the image to this particular article. Click **Save**.



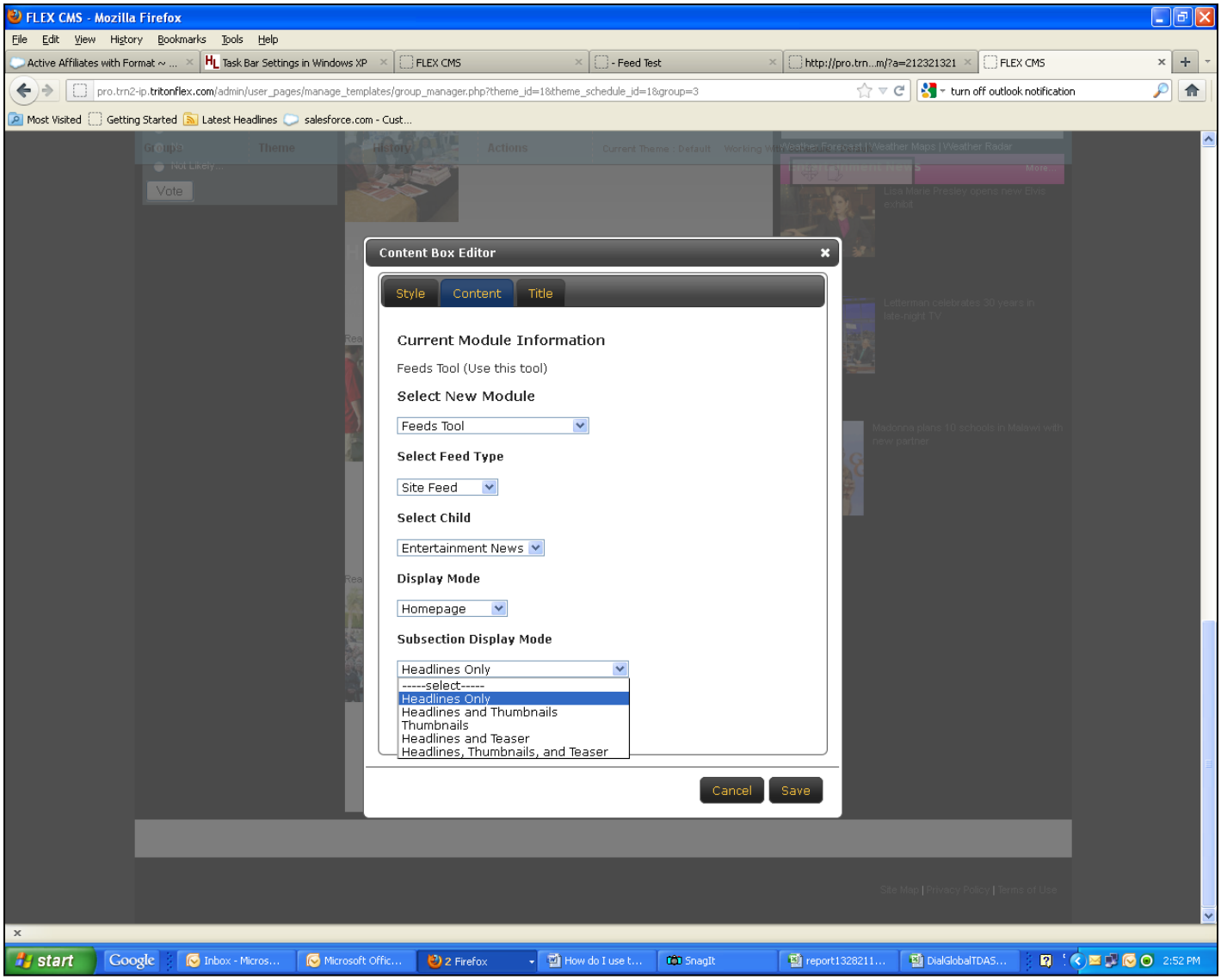
Your image will display in the Page Creator window.


Page Content
Source
Styles
Format
Normal
Font
Arial
Size
14
Letterman said about Stern's old picture: "It looks like a guy who was on to talk about a career of writing bad checks."
Stern advised burning the picture but recalled how grateful he had been for the invite.
"Back then, the fact that you asked me to be on a national television show was mind-blowing to me," he said.
Letterman also brought some of his long-time employees onstage to present the "Top Ten Things Staffers Would Like to Say to Dave on his 30th Anniversary in Late Night."
One of the cleanest, and most succinct, entries came from veteran executive producer Rob Burnett:
Feed
Choose Feeds
Entertainment News
Post Tags
Hide tag?
Add Tag
Enter each tag separately then click "Add Tag"
Featured Image

Feed Tool continued

You can add the Feed Tool to any module on your homepage, or to an interior page Category, using the Theme Manager.

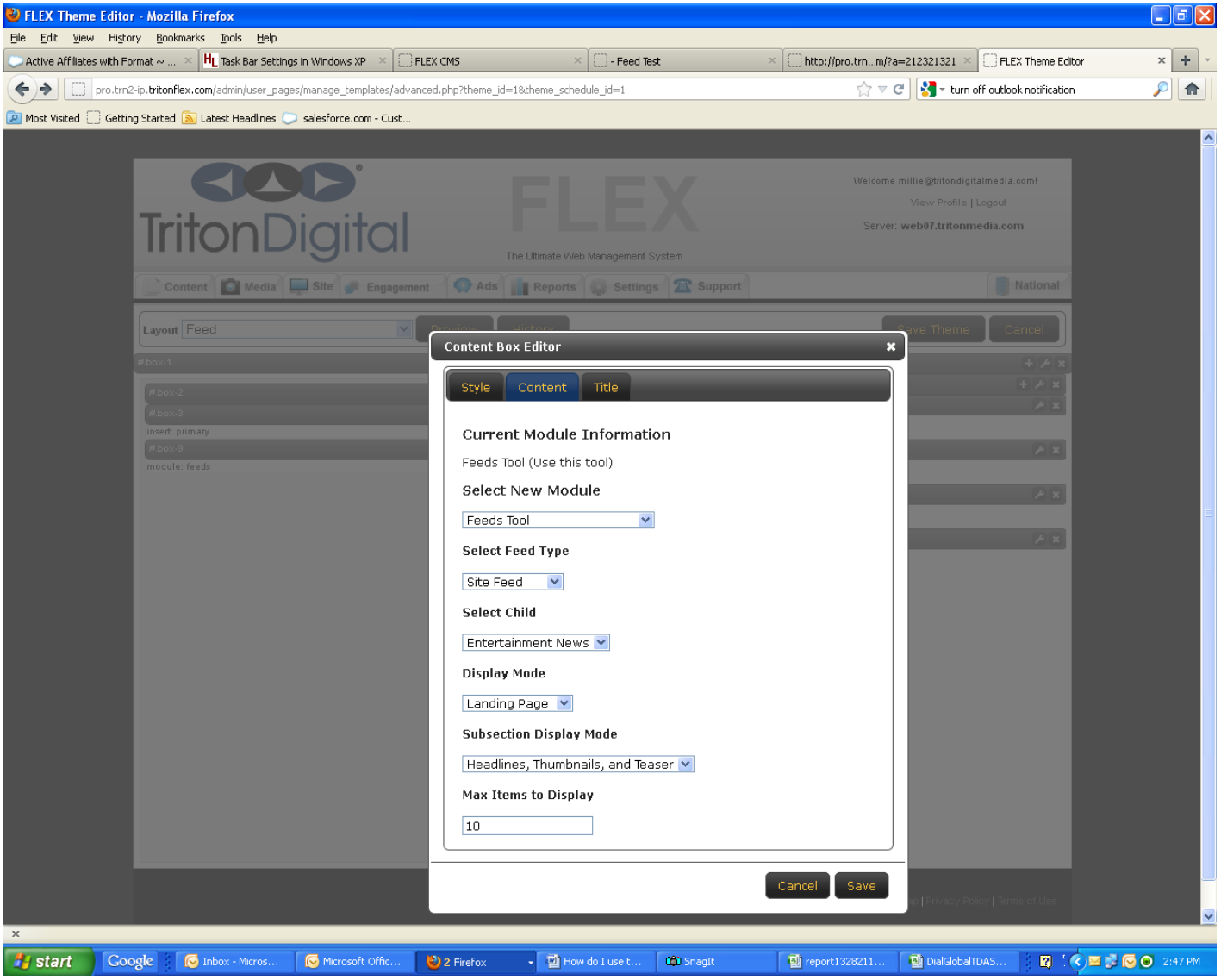
- Select the **Display Mode**. We're adding the Feed Tool to the homepage in the example below.
- The **Subsection Display Mode** can be one of five:
  - Headlines Only
  - Headlines and Thumbnails
  - Thumbnails
  - Headlines and Teaser
  - Headlines, Thumbnail, and Teaser



Feed Tool continue

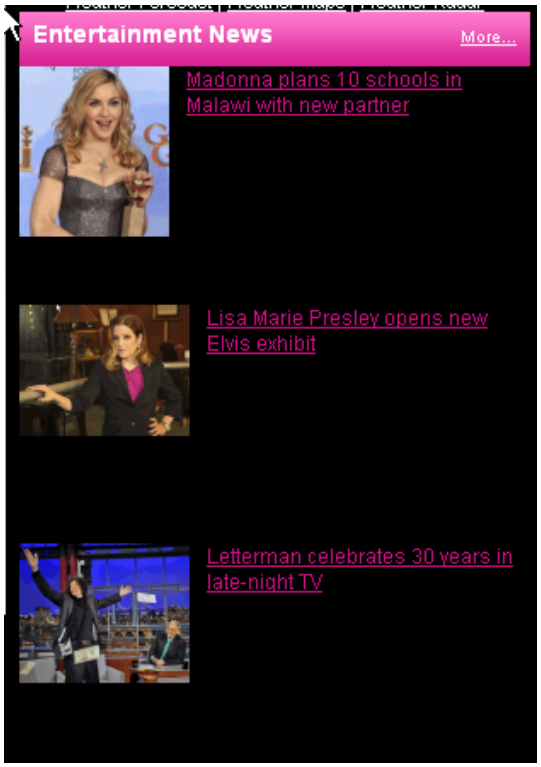
You can also add the Feed Tool to an interior page. To do this, you first need to create a new page category. Click here for To have a More button link to the interior landing page, you need to create a custom category (in this example it is called Feed).

- Add a module beneath the Primary box.
- Display Mode should be **Landing Page**
- Subsection Display mode can be one of five:
    - Headlines Only
    - Headlines and Thumbnails
    - Thumbnails
    - Headlines and Teaser
    - Headlines, Thumbnail, and Teaser

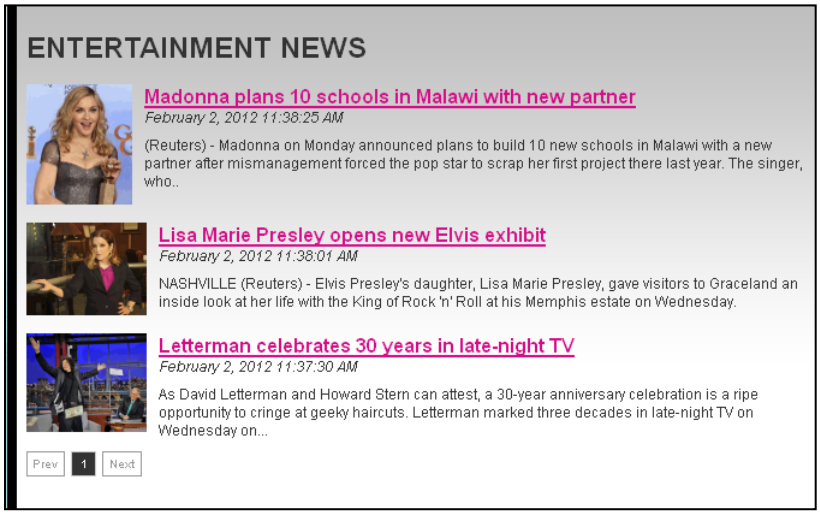


How is it going to look?

Here is an example of the **Homepage** Integration with Headlines and Thumbnails


Entertainment News
More...
Madonna plans 10 schools in Malawi with new partner
Lisa Marie Presley opens new Elvis exhibit
Letterman celebrates 30 years in late-night TV

Here is an example of the Interior Page Integration with Headlines, Thumbnails and Tease Text.


ENTERTAINMENT NEWS
Madonna plans 10 schools in Malawi with new partner
February 2, 2012 11:38:25 AM
(Reuters) - Madonna on Monday announced plans to build 10 new schools in Malawi with a new partner after mismanagement forced the pop star to scrap her first project there last year. The singer, who..
Lisa Marie Presley opens new Elvis exhibit
February 2, 2012 11:38:01 AM
NASHVILLE (Reuters) - Elvis Presley's daughter, Lisa Marie Presley, gave visitors to Graceland an inside look at her life with the King of Rock 'n' Roll at his Memphis estate on Wednesday.
Letterman celebrates 30 years in late-night TV
February 2, 2012 11:37:30 AM
As David Letterman and Howard Stern can attest, a 30-year anniversary celebration is a ripe opportunity to cringe at geeky haircuts. Letterman marked three decades in late-night TV on Wednesday on...
Prev
1
Next

On Air Tool

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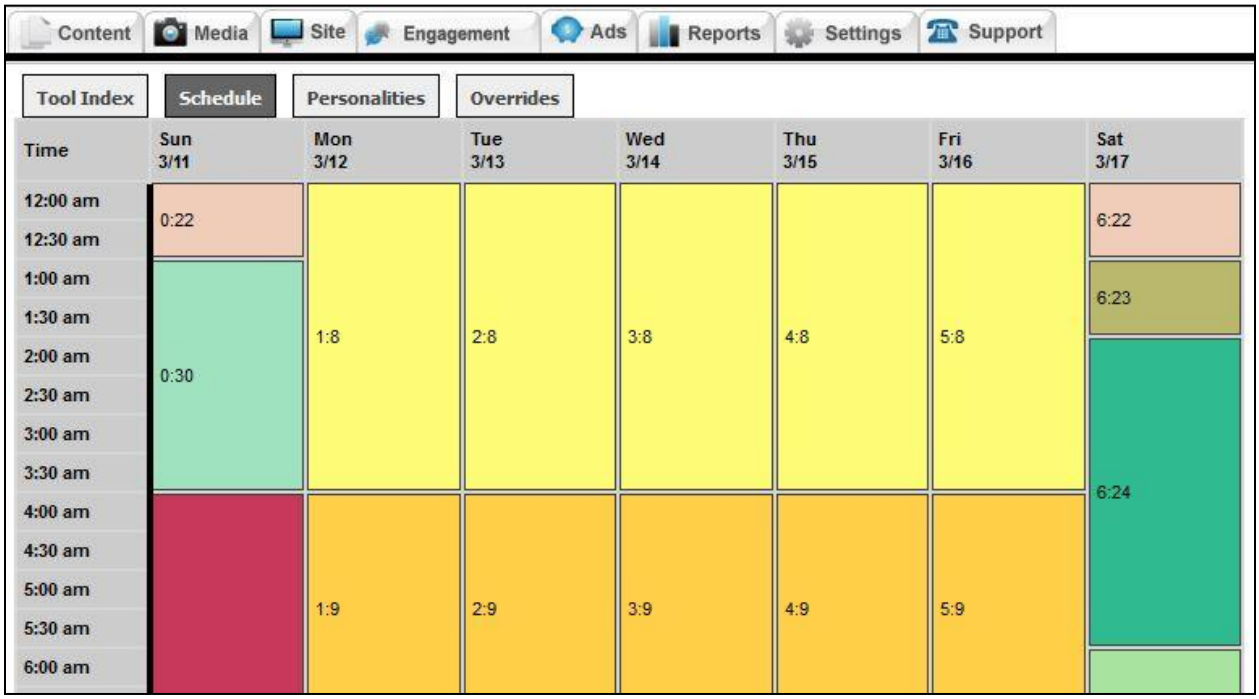
Let your audience know who's on the air, any hour of the day. Enter your broadcast schedule into the On Air Now Tool and it will display the current DJ and let listeners know who's coming up next. Customize the display with unique images for each DJ.

How do I enter an On Air personality's information?

Back to FAQ

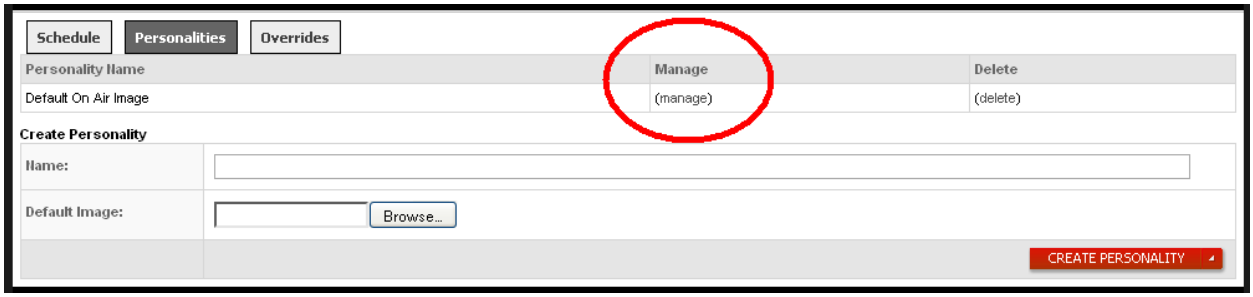
Click the Content tab, then click On Air Tool

The On Air Tool is designed to let your audience know the On Air schedule for your station and provide information about your on air staff. You can create **Personality** profiles complete with photos and links. Add this information to the calendar for an up-to-date, accurate representation of your airplay. To change the On Air schedule, simply click the **On Air Tool**. This will display all the entered values. Click the **Personalities Tab** to change this information**.**



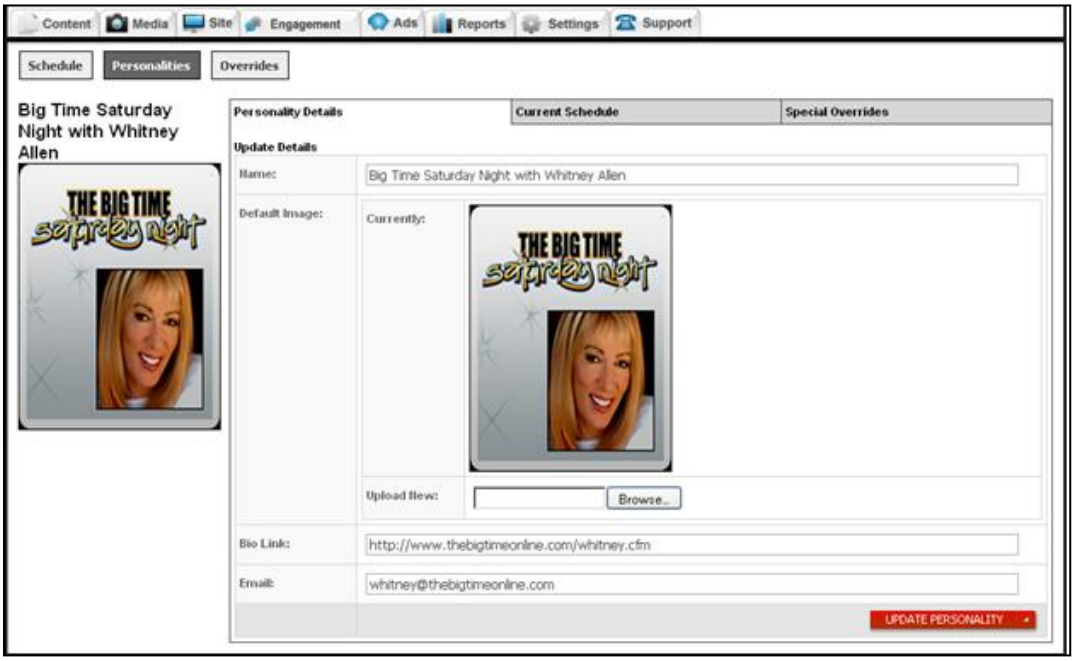
Personalities

Click **Manage** to change a personality's schedule, personal information, or to upload a new photo.

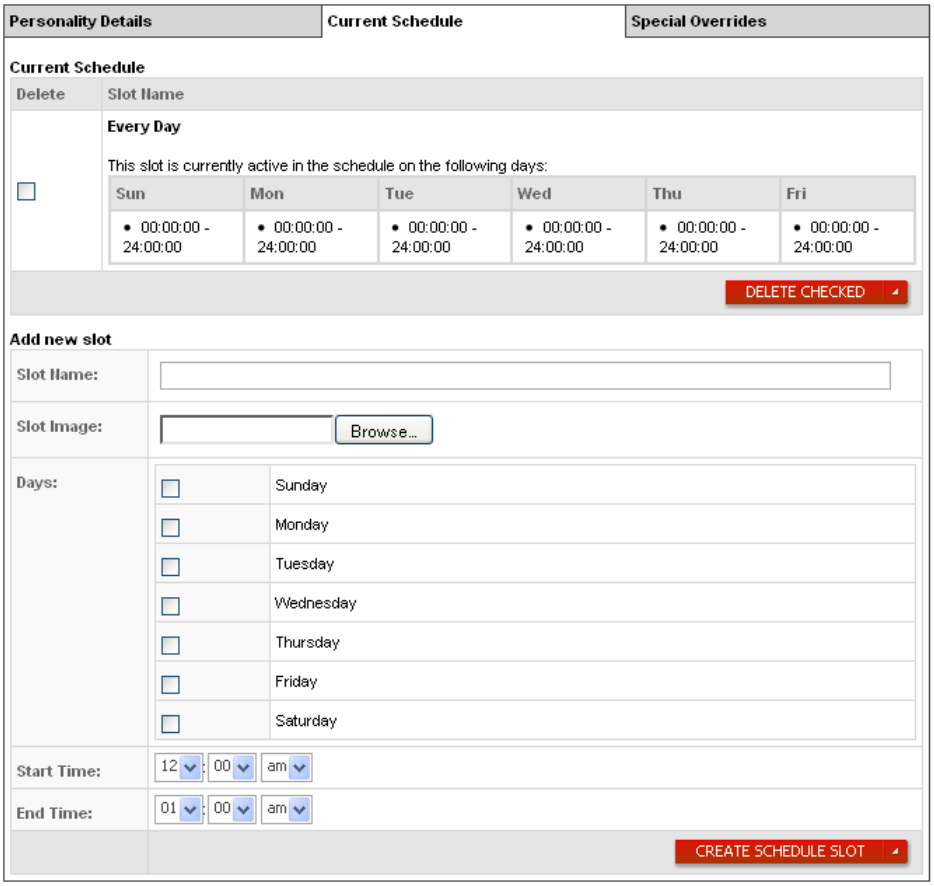


Click **Create Personality** to start a new personality profile. This will launch the **Personality** menu. Enter the Name, Image, Bio Link and email address.

Note: An Image is required. The image dimensions are unique to your site. Contact your Digital Services Manager to get the dimensions: dsm@tritondigital.com

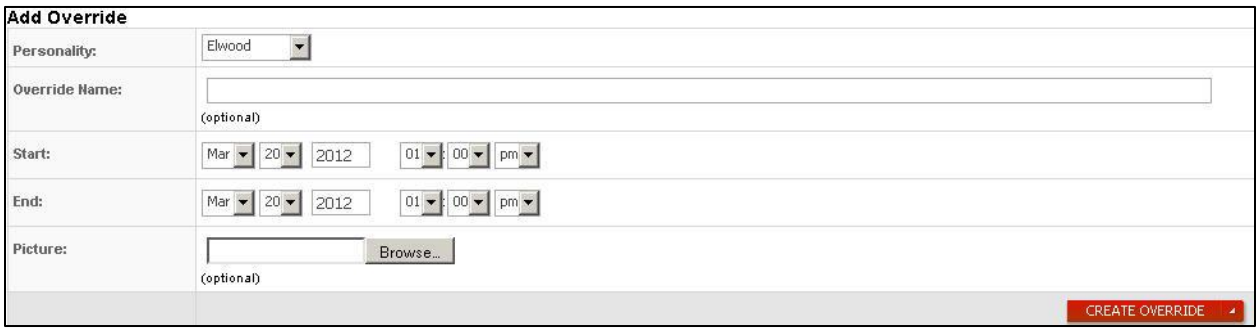


Click to the **Current Schedule** tab to enter the **On Air** information. The Slot Name and Image will appear when the curser hovers over the time slot.



Overrides

This is a helpful tool to use when you have a change that interrupts regularly scheduled programming. Each override needs to be setup as a personality. Then click the **Overrides** button, select the override personality and add it to your broadcast schedule.



Text/ WYSIWYG Tool

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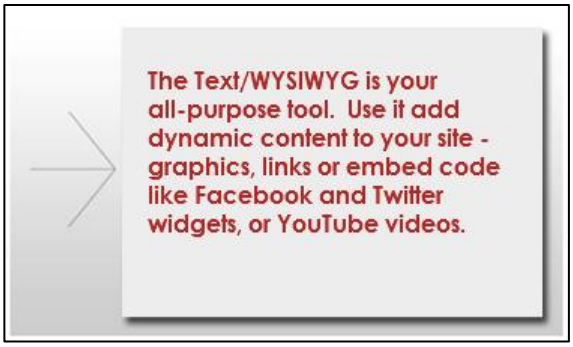

The Text/WYSIWYG is your all-purpose tool. Use it add dynamic content to your site - graphics, links or embed code like Facebook and Twitter widgets, or YouTube videos.

How do I edit the content of a Text tool?

Back to FAQ

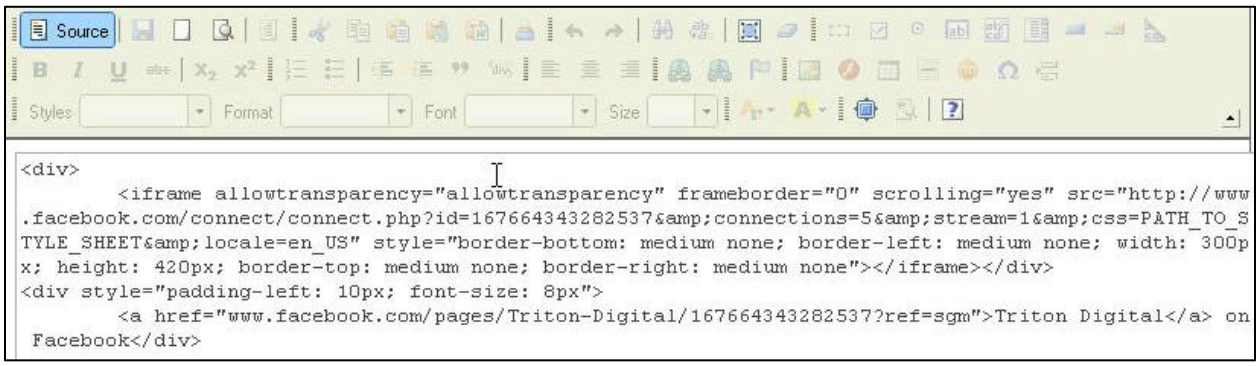
Click the Content tab, the click Text/ WYSIWYG Tool

Text Tool Name	Tool	Config	Delete
Adnext Banner - test	(use tool)	(modify)	(delete)
Alt Text	(use tool)	(modify)	(delete)
ap js test	(use tool)	(modify)	(delete)
Blank	(use tool)	(modify)	(delete)
cbs test	(use tool)	(modify)	(delete)
Demo	(use tool)	(modify)	(delete)
demo 1	(use tool)	(modify)	(delete)
Demo 2	(use tool)	(modify)	(delete)
Facebook Widget	(use tool)	(modify)	(delete)
facebook widget test	(use tool)	(modify)	(delete)

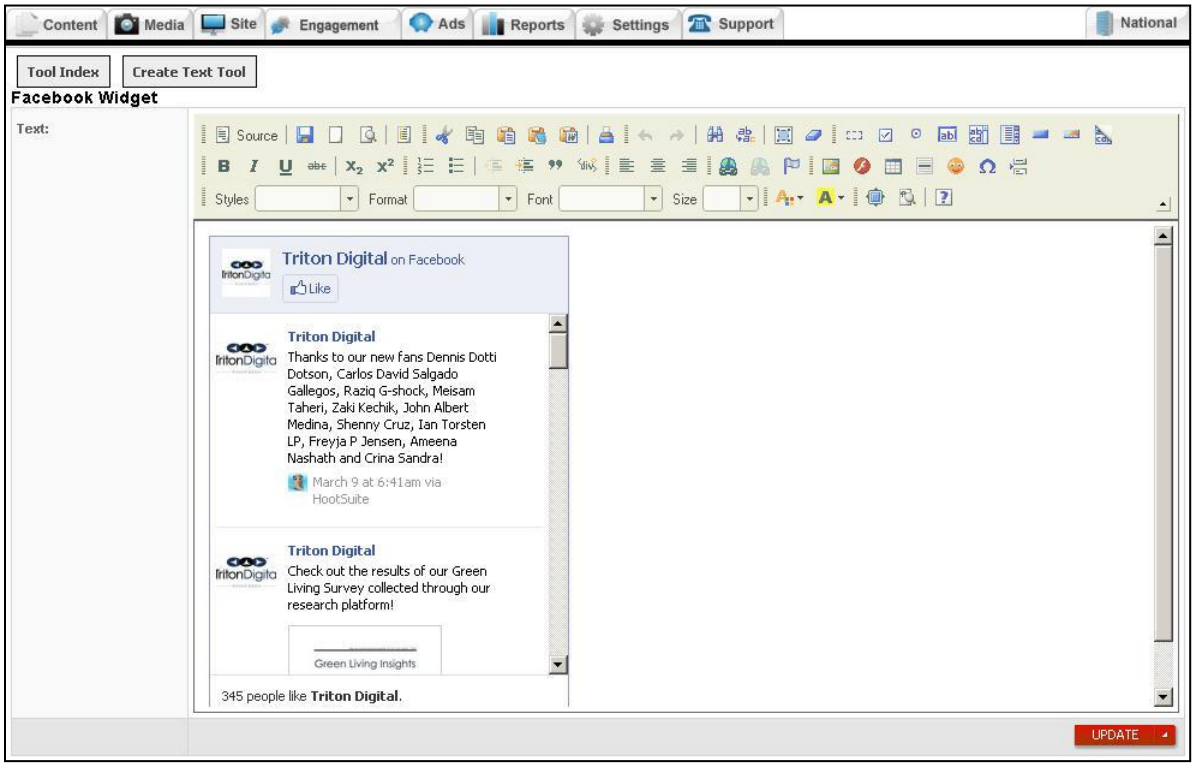
WYSIWYG stands for "What you see is what you get." All of your text tools will be listed in the **Tool Index**. Click **use tool** to change the tool name. Click **modify** to edit the content. To setup a new one, click the **Create Text Tool** button. Click **delete** to remove unused tools.

Click **modify** to edit the content. This will launch the text tool editor. Use the editor tools to upload and insert graphics, Flash files and links. You can also paste text from another source and format it, modifying the color, font, size, or generate content in the text field itself. Mouseover each button to see what it does. Be sure to click **Update** to finalize any changes.

Click the **Source** button to add embedded code like Facebook and Twitter widgets, or YouTube videos. Paste your code into the text field and then click the Source button again.



You should see your widget in the text field. What you see here is what you'll get when you place the tool on your site. Click **Update** to save changes.



You'll use the Theme Manager to place the text tool on your site.

TuneGenie

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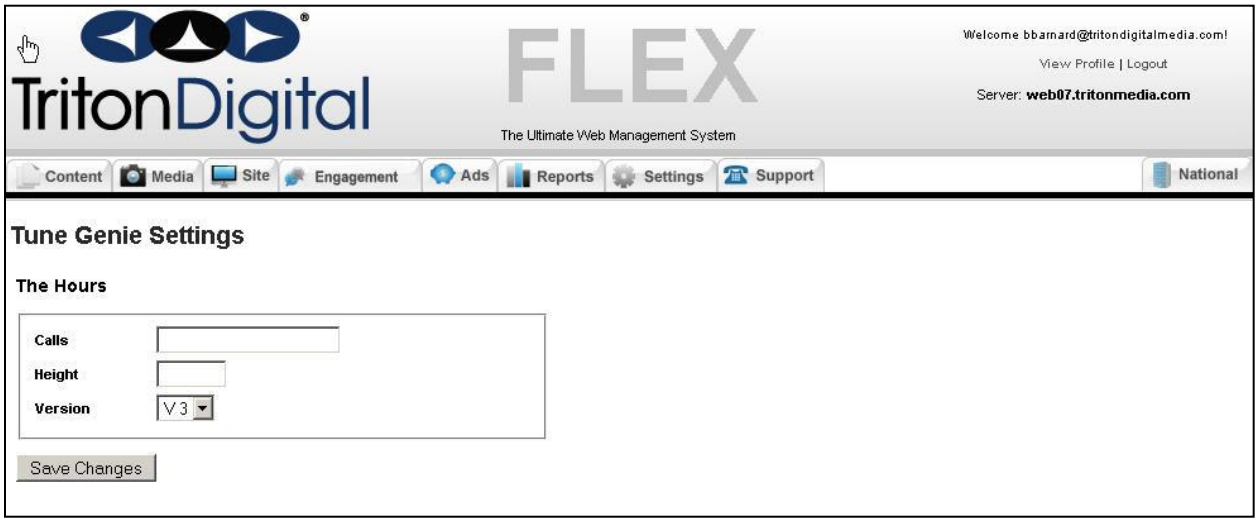
TuneGenie is a music discovery application. If your station is subscribed to the TuneGenie service, your developer will set it up on your site. Contact your Digital Services Manager (DSM) for more information.



XML Maker

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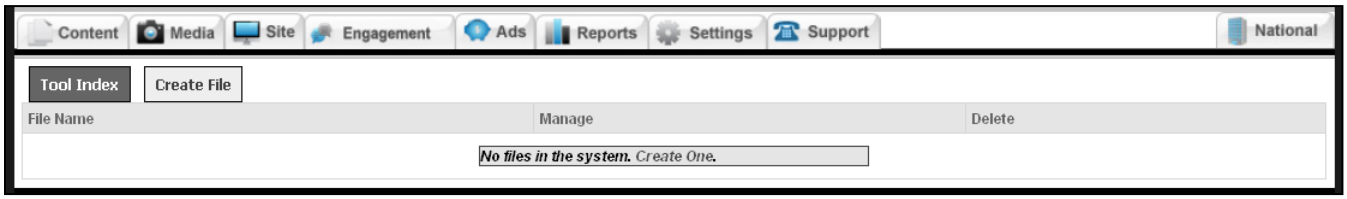
This tool allows you to build your own XML Feeds.



Please contact your Wed Developer or DSM to assist with the XML maker tool.

Contact your DSM by emailing dsm@tritondigital.com

Tabs Tool

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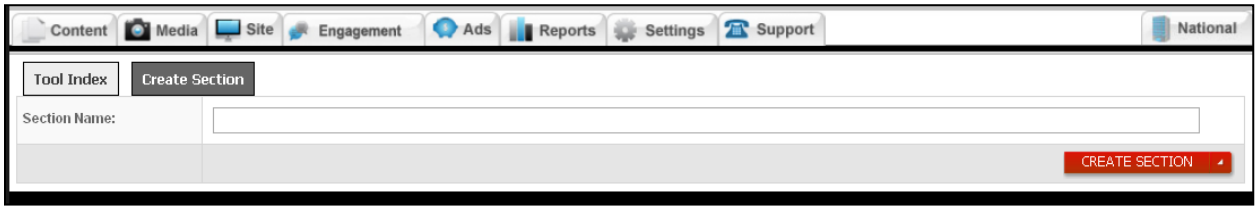
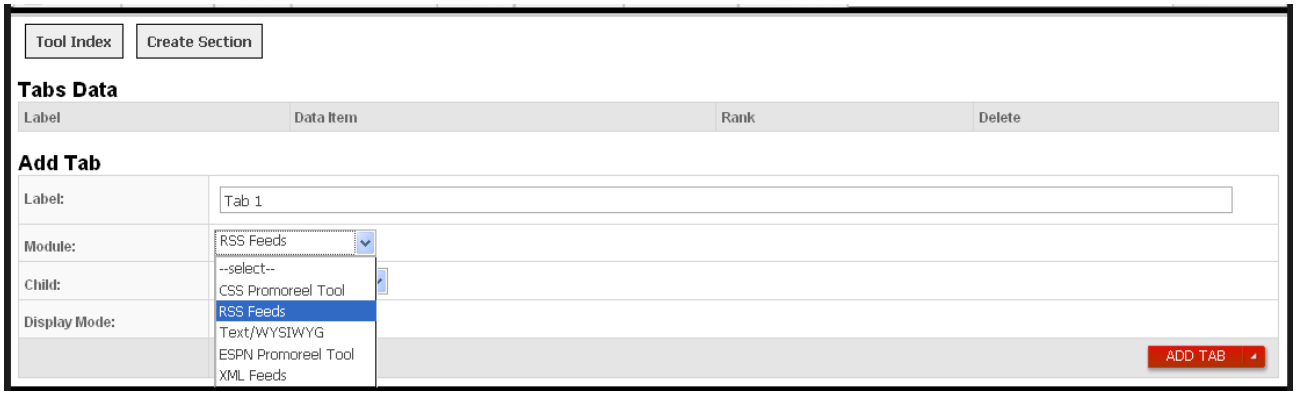
The Tabs Tool makes it easy to navigate between related content. Use it to group RSS news feeds or social media widgets.You can even use it to organize your embedded videos.

To begin the setup, click into the **Tabs Tool** then click **Create Section**.

Enter the **Section Name**, ex – Social Media, News, Videos, etc. Click **Create Section**.

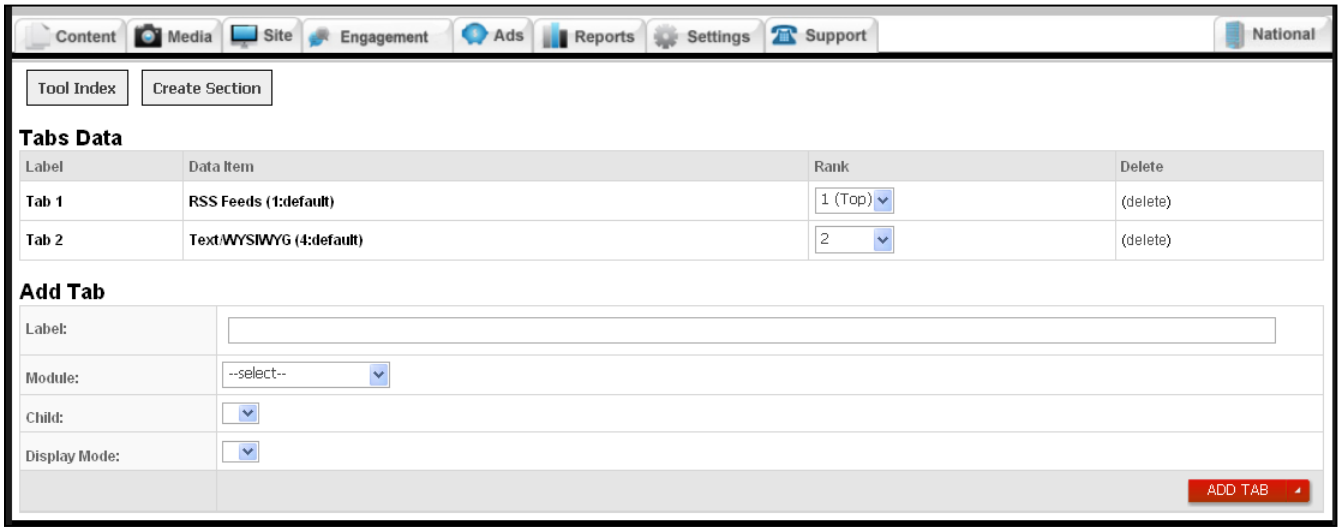


Next you'll add **Tabs** to the section. **Label** each tab. This text will appear above the content. Each tab will be a unique content item drawing from one of four FLEX tools – CSS Promo reel, RSS Parser, Text/WYSIWYG, or XML Feeds**.** Select the content from the **Module** and **Child** drop-down menus. The **Display Mode** is specific the content module that is selected.

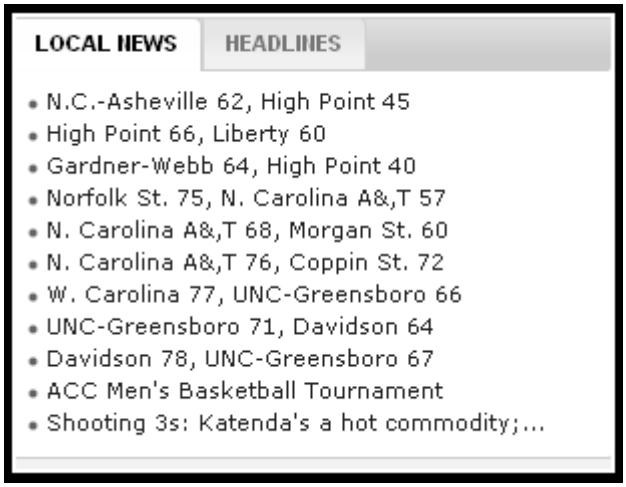


Tabs Tool continued

Once the Tab is created, it will appear under **Tabs Data.** Add all the tabs you would like to include. Rank determines which content tab will be in the priority position.



You'll use the Theme Manager to place the Tabs tool on your site. Here is an example of it how it will appear. These are news headlines displayed using the RSS parser. Tabs are used to categorize the feed content.


LOCAL NEWS
HEADLINES
N.C.-Asheville 62, High Point 45
High Point 66, Liberty 60
Gardner-Webb 64, High Point 40
Norfolk St. 75, N. Carolina A&,T 57
N. Carolina A&,T 68, Morgan St. 60
N. Carolina A&,T 76, Coppin St. 72
W. Carolina 77, UNC-Greensboro 66
UNC-Greensboro 71, Davidson 64
Davidson 78, UNC-Greensboro 67
ACC Men's Basketball Tournament
Shooting 3s: Katenda's a hot commodity;...

LOCAL NEWS
HEADLINES
NFL insisting union has enough financia...
New Orleans Hornets' Chris Paul sidelin...
Montreal Canadiens' Max Pacioretty has ...
Agent: Ex-New York Giants player Tiki B...
Walker's 28 points lift UConn past Geor...
Spring training 2011: Chase Utley still...
Pittsburgh Penguins coach Dan Bylsma ge...
Spring training 2011: Zack Greinke of M...
Stanford stops providing list of classe...
Chicago Bulls chairman Jerry Reinsdorf ...
Serena Williams: Blood clots in lungs '...

Blog Tool

Back to Table of Contents

Blogs are a powerful medium to help connect your audience with your station personalities. Our tool allows you to create, publish and organize all your blogs in one place, and share them via RSS.

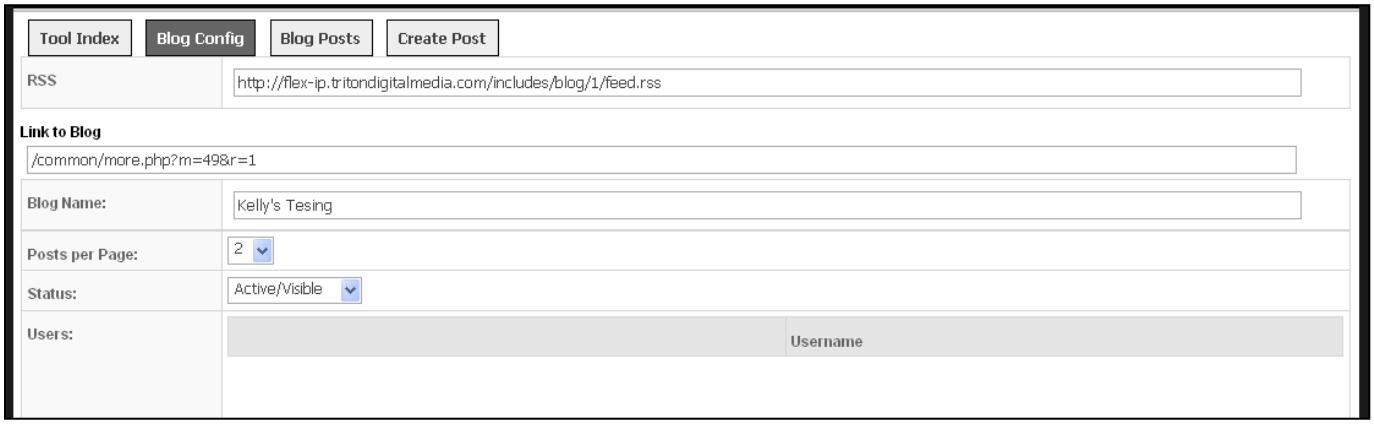
The **Blog Tool** incorporates a basic text editor that you can use to paste content from a Word document or enter and format your blog text right in the tool. You can also you it to place images, graphics, Flash files and links into your blog posts. Click the **Source** button in the editor to place embedded code into your posts as well.

The **Tool Index** lists all the blogs created for your site. Each blog can contain many **Posts**.

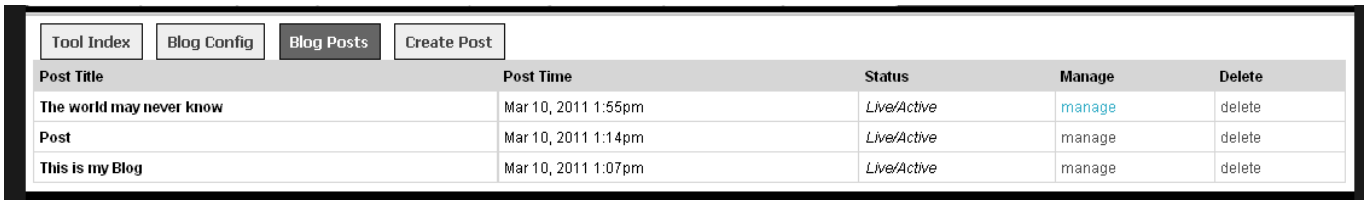
Click the **Manage Icon**

This will bring you into the blog configurations. Here you can edit the **Blog Name** and the **Post per page**, which is number of blogs listed on the landing page. The landing page will automatically create links to additional pages once a blog has many posts.

The **Link to Blog** URL will be the link to this specific blog once the domain name is added to the beginning (wxzy.com/common/more.php?m=498r=1).



Click **Blog Post** to view the entire post list for a specific Blog. Click **Manage** to edit an established post. Here you can edit content or change the **Active/Visible** status.

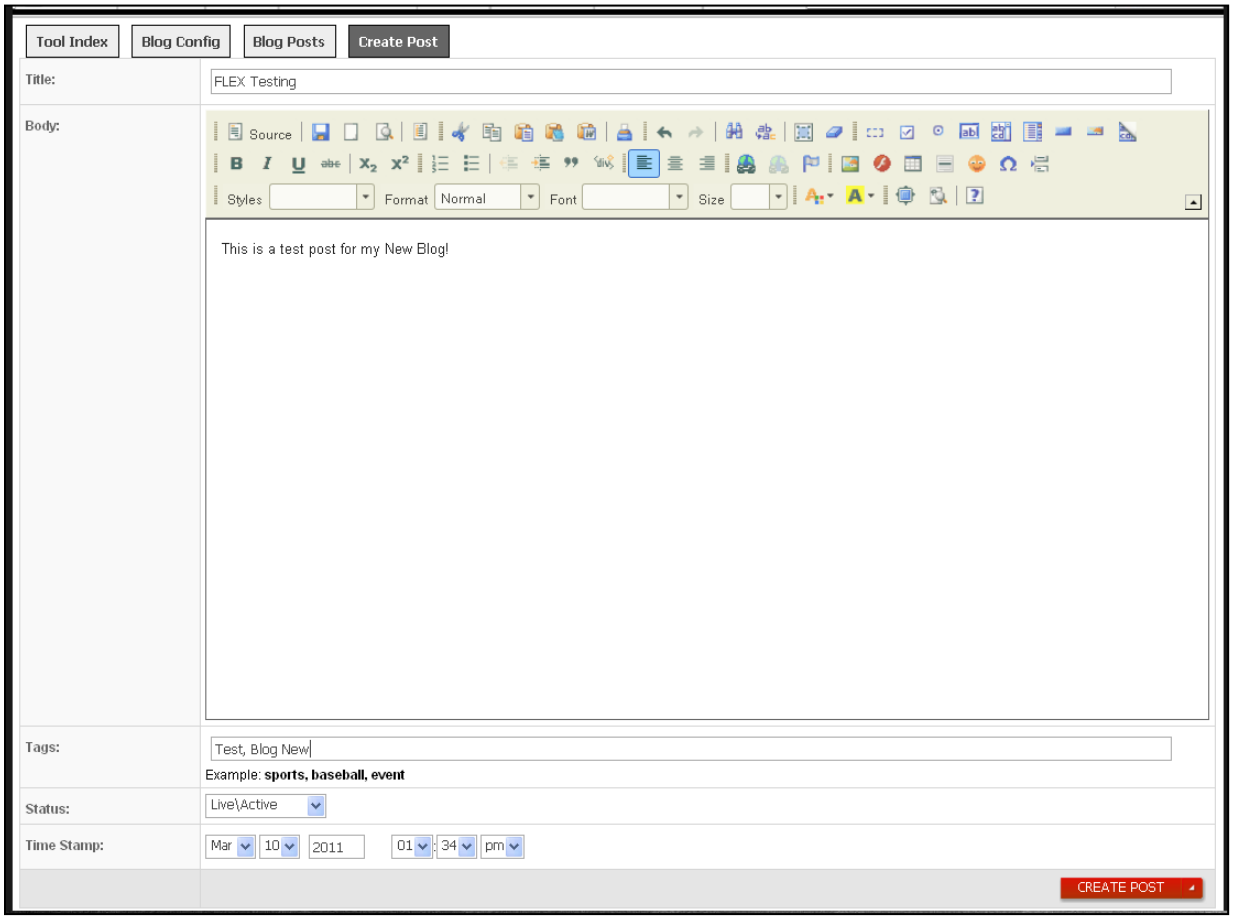


How do I Create a Blog Post?

Back to FAQ

Click the Content tab, then click Blog Tool

Locate the Blog in which you would like your new post to appear. Click the **Manage** icon for that blog. This will open the **Blog Config.** In this window you have options to edit current posts, or create new ones. Click to **Create Post** to generate a new post for your blog.



Add **Tags** to help your viewers find the blog. These should be simple keywords that relate to your blog. Separate each tag with a comma. They will appear above the post. Enter the **Status.** By default, this is set to **Live\Active**. If you want the blog to appear at a later time, change the status to **Inactive\Hidden**. The **Time Stamp** dictates when the blog post will display. Save your changes by clicking **Create Post.**

XML Feed Tool

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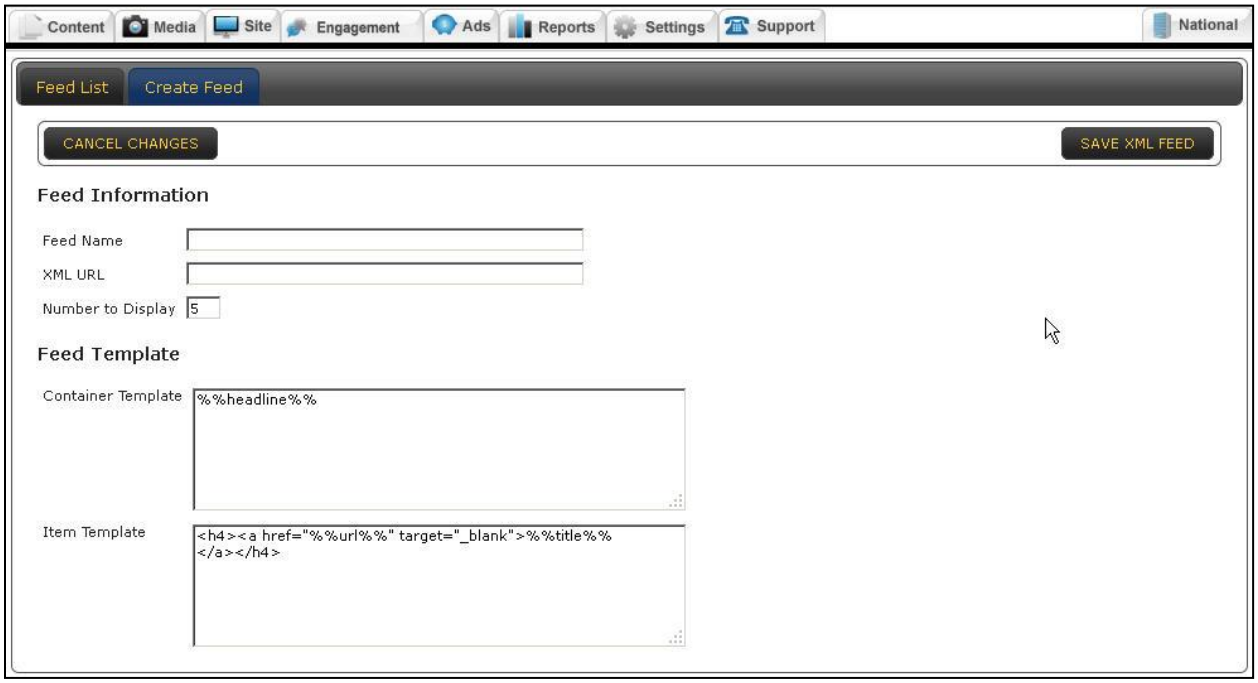
The XML Feed Tool allows you to create and manage XML feeds, a syndication format similar to RSS. Click **Create Feed** to setup a new one, or click **Edit** or **Delete** to modify or remove an existing feed.

XML feeds have default display templates just like the RSS Parser. Please contact your DSM for assistance with the XML Feed Tool. You can reach your DSM by emailing dsm@tritondigital.com.



Breaking News Tool

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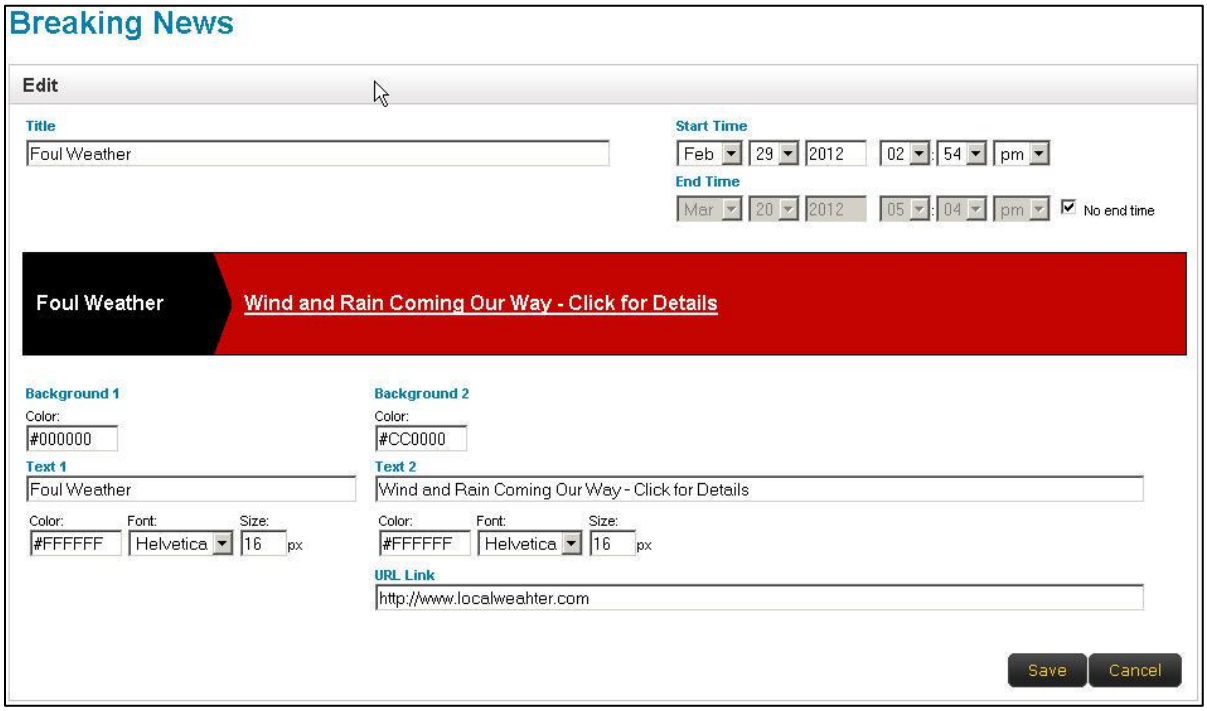
The **Breaking News Tool** allows you to post rotating headlines that catch the eye and drive listeners to interior pages where they can get all the information. All of your current and expired news stories will be listed in the tool index. Click the tablet icon to manage an existing story. You can edit and reschedule an expired item.

Click **Configure** to establish default display settings.

Breaking News Tool continued

Click **Add** to create a new headline. The display is divided into two sections. The text and the background color for each section are edited independently. **Background 1** is justified left and houses **Text 1**. **Background 2** and **Text 2** will be the main headline and you can link the text to an interior page or external URL.



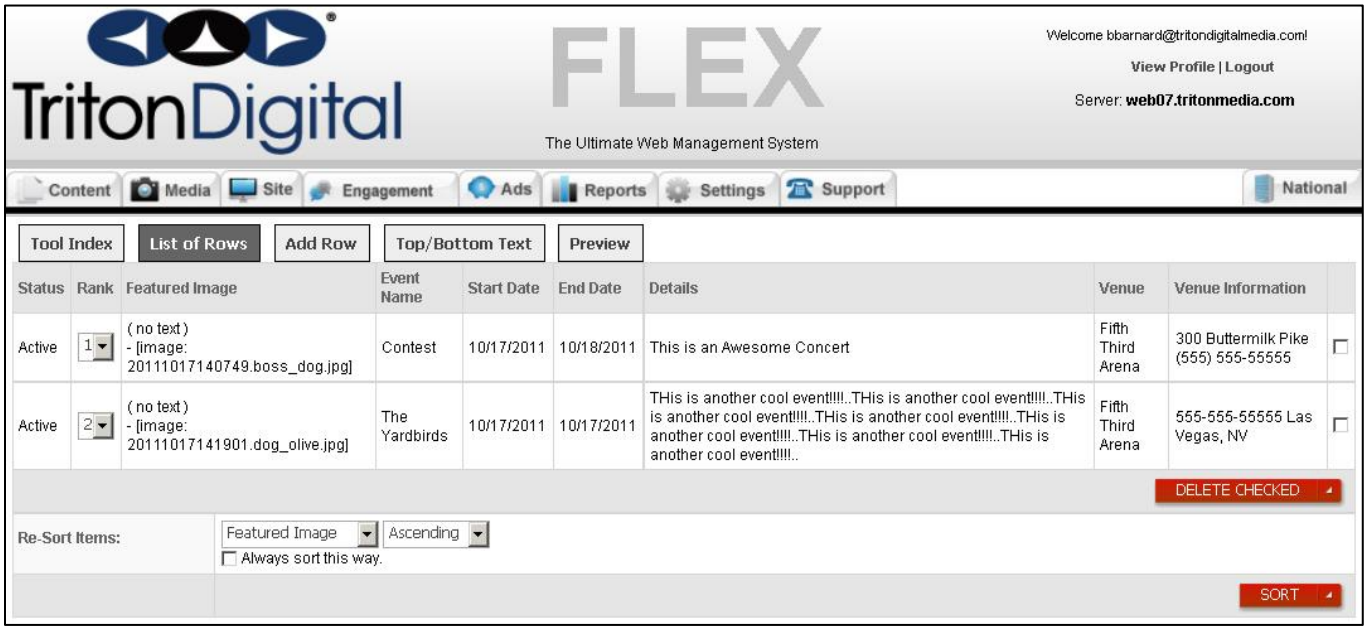
You add the Breaking News Tool to your site using the Theme Manager. Be sure to set the height at **auto** and the width at 990 pixels so that it will stretch across the width of your site. The breaking news bar will disappear from the site once your stories expire if the height is set at auto.

In this example the Breaking News Tool is the first content item in the **Below the Fold** section of the site.

Tables Manager

Back to Table of Contents

The **Tables Manager** is used to create custom data displays, like concert listings or DJ info. Contract your Digital Services Manager for more information: dsm@tritondigital.com



Media

Back to Table of Contents

The Media tab offers access to the **Photo Gallery** tool and the **VMIX** Login.

Photo Gallery

Back to Table of Contents

The Photo Gallery is one of the most valuable elements of any website. This tool allows you to upload pictures from concerts, station events and more. Choose from a number of display options to drive listeners to your best images.

Where do I upload Photos or create a Gallery?

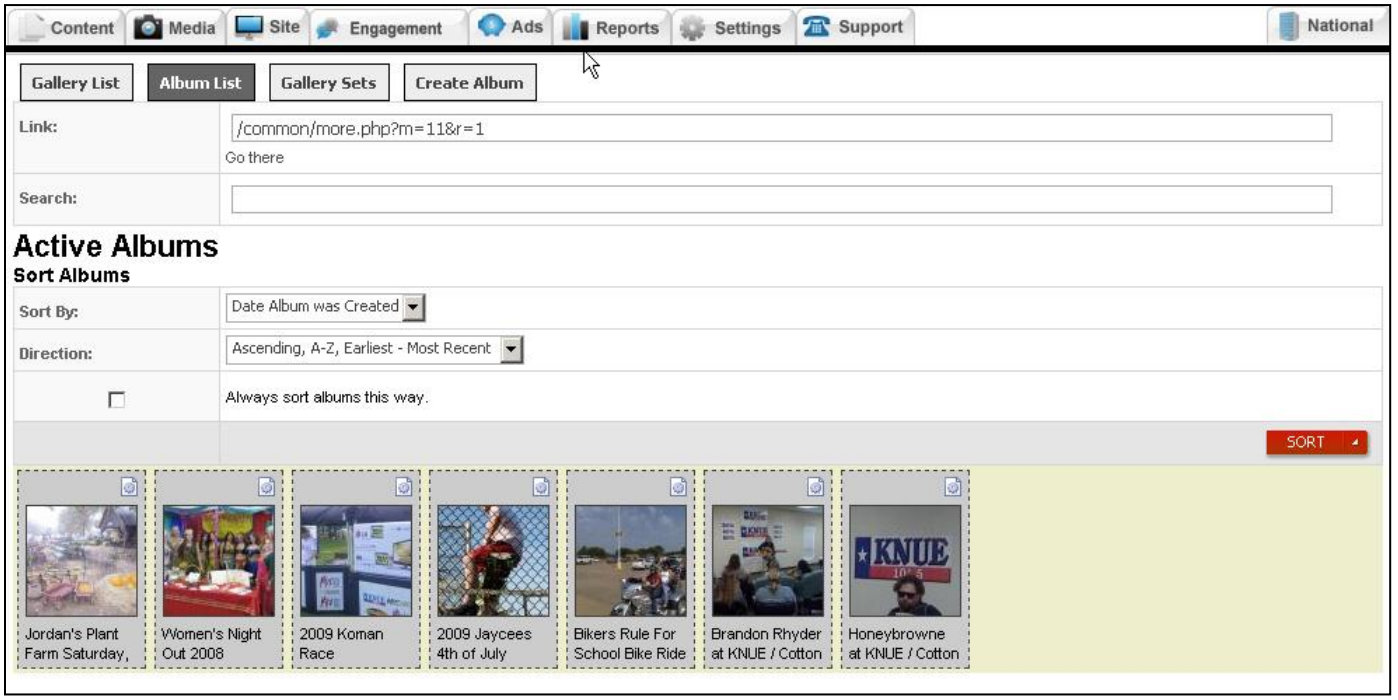
Back to FAQ

Click the Media tab, then click Photo Gallery

Once you click into the **Photo Gallery**, you will see the **Album List**. Albums can be **Active** or **Hidden**. Individual pictures can be selected for edits by clicking into the album.

Adding an Album

Click **Create Album** in the main menu.



Add your **Album Title** and **Description**. When finished, click **Create New Album** on the bottom right to save.

Upload your photos. **You can upload up to five at a time, or upload a Zip file that is 8MB or smaller.** The tool will accept the following file types: **.jpg and.gif. You cannot upload the following file types: .bmp, .png , or .pdf .**

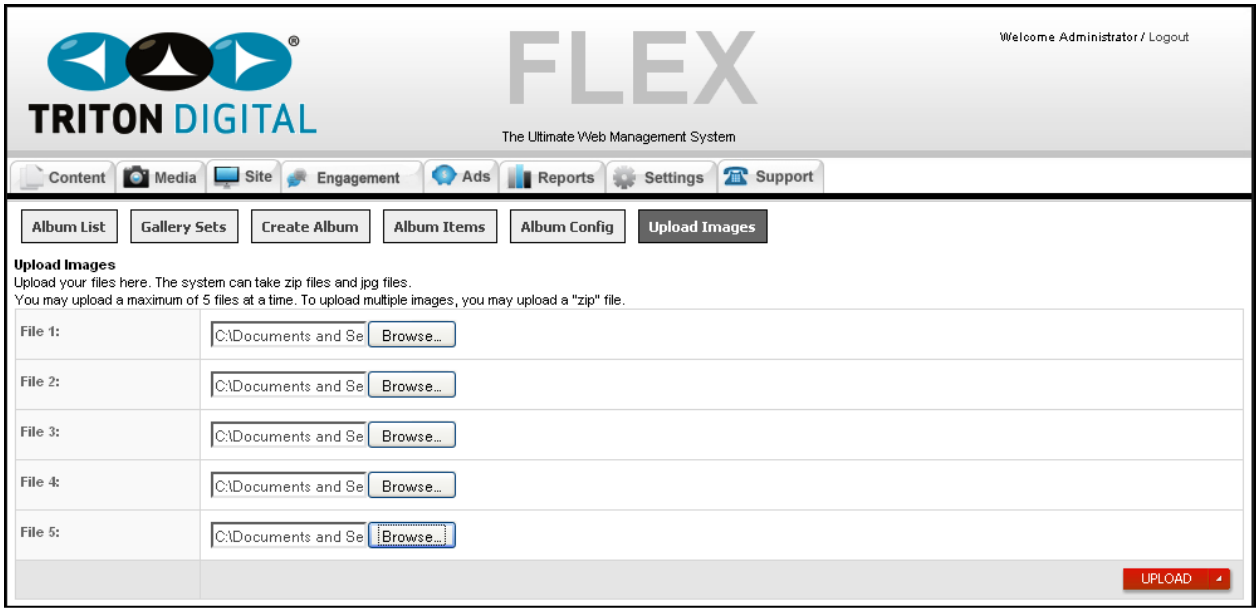
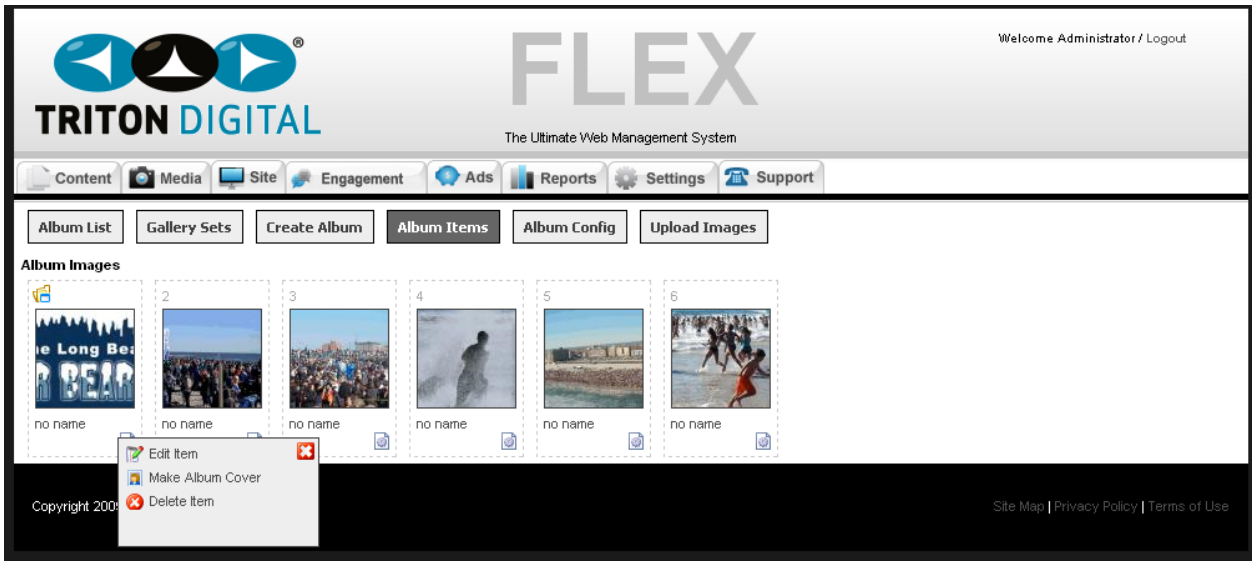


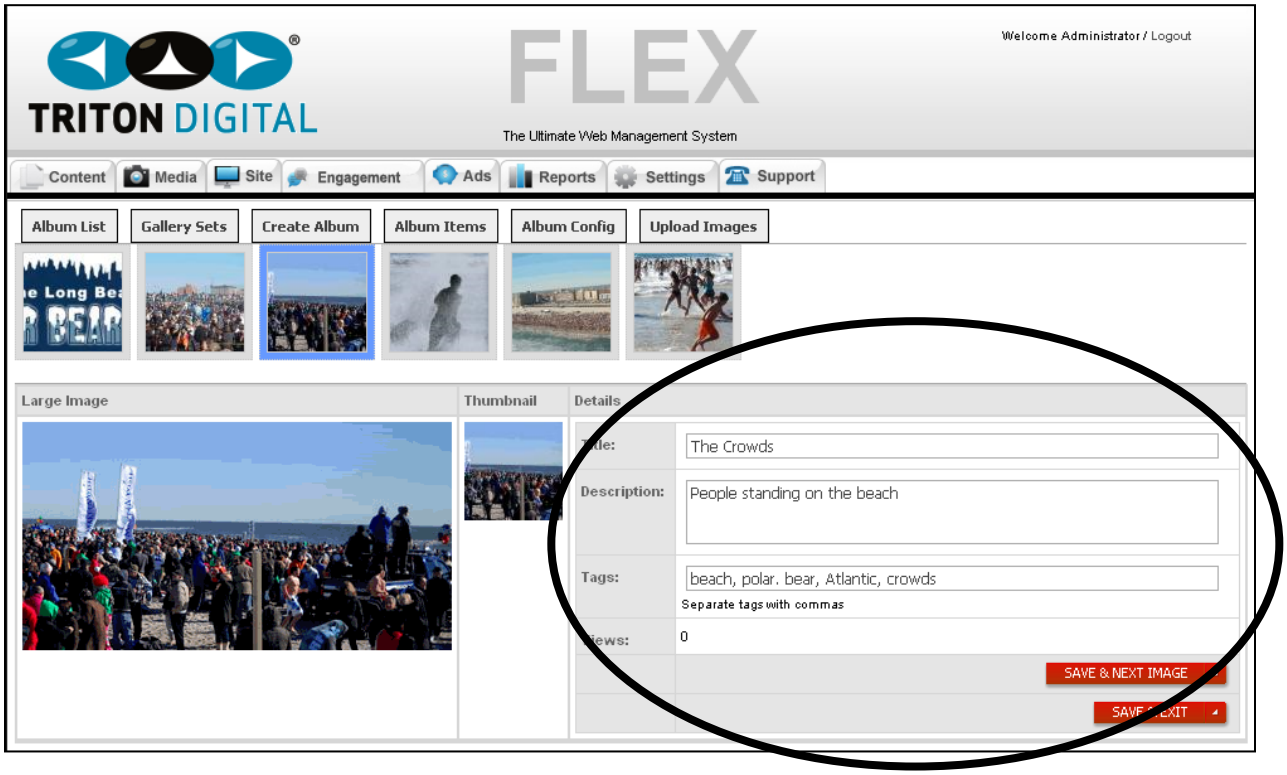
Photo Gallery continued

Click on the gear icon on the lower right corner of a photo to make it the ablum cover, or edit the photo or name.

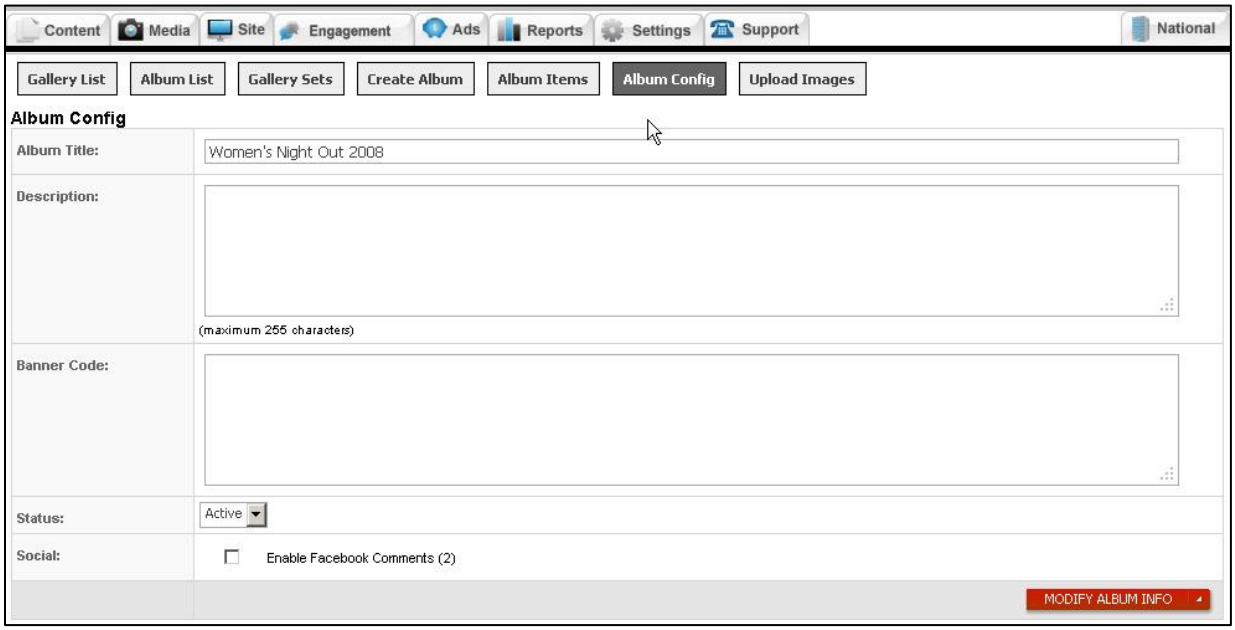
The **Album Items** button displays the list of photos in that particular album.



Here is where you can name the individual photos, add a description or add tags.

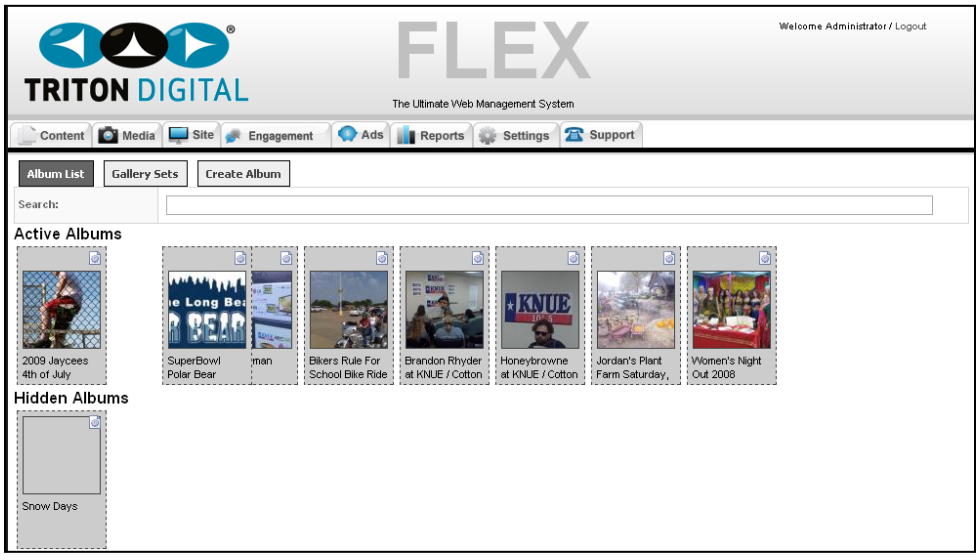


Next click on the **Album Config** button. If you are ready to make the album live, change the status from **Hidden** to **Active**.



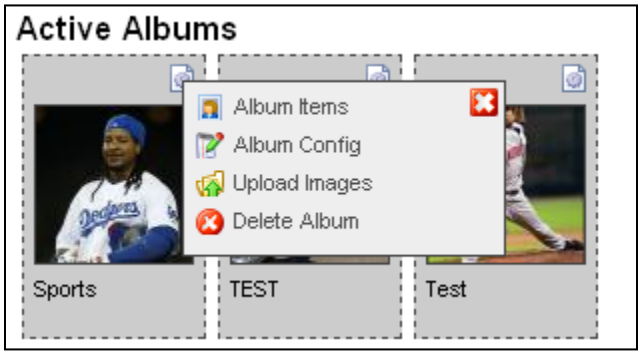
You can add code to each photo album to integrate it with an ad server. You can also enable Facebook Comments. Click here for more information on how to set this up.

In the **Album List** menu, you can arrange your active albums to appear in whatever order you wish. Simply click on the album and drag it to a different location.



Editing Current Albums

Hovering over the gear icon in the album list will reveal more options pertaining to the selected Album. These options include: **Album Items**, **Album Config**, **Upload Images**, and **Delete Album**.



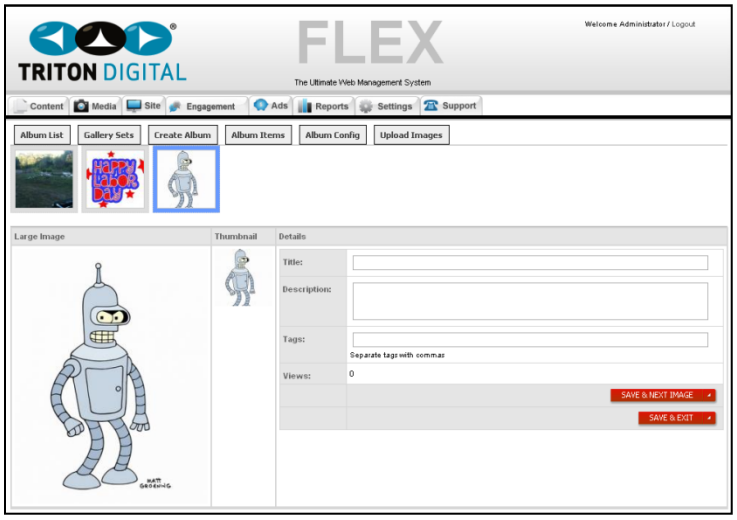
This is where you will find **Upload Images.** Hover over the icon and select **Upload Images.** You can upload the following file types: **.jpg** and.**gif.** The gallery will also accept a zipped folder containing these file types.

Upload Images Additional Images

Browse to the desired file and upload the image to the site. This will upload the photo to the album you're editing. Once the image is uploaded it will display in the **Album Items** menu. Click the gear icon. This will display image options.

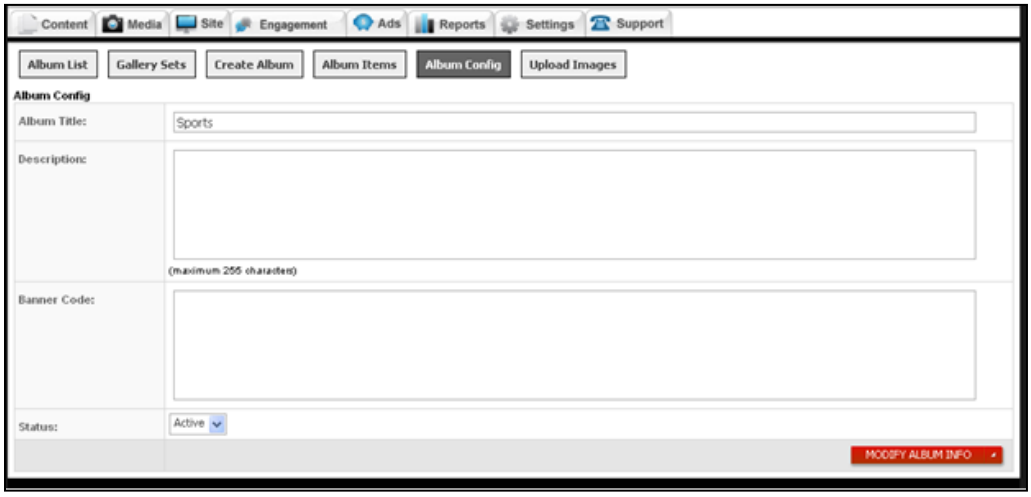
Edit an Image

Click on **Album Item**, hover on the gear icon. Select **Edit.**



Here you can create a title, description, and tags for your image. You can also crop the photo by clicking on the image and using arrows in the box to crop where needed. Click **Finish**, then refresh page to see the changes. To edit more than one image, click **Save and Next Image.** If you are only editing one image click **Save and Exit.**

Use the **Album Config** menu to set the album title, description and status. The status determines whether or not your visitors can view the album. **Active** will display the album on the website. **Hidden** will hide the album until you're ready to display it.

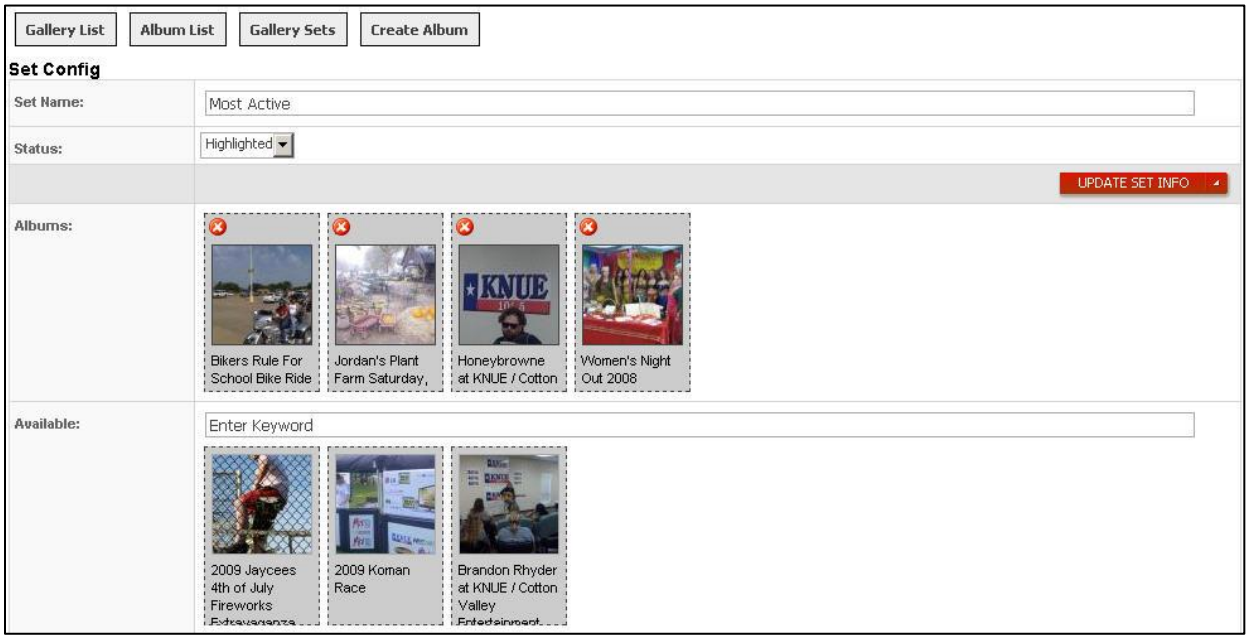


Gallery Sets

A **Gallery Set** is a group of albums. For example, you can create a Concerts gallery set and group all the concert albums together. Simply enter the set name in the field at the bottom of the page and then click **Create New Set**. Then you'll see it listed in the **Current Sets** column.

Click the **Manage** icon to add albums to your new set in the **Set Config** screen. Return to the Set Config screen to remove albums if you need to.

You can also set the display status. **Highlighted Sets** will display on your home or interior pages when you place the Photo Gallery tool on that page and choose the Highlighted Sets display mode.



VMIX

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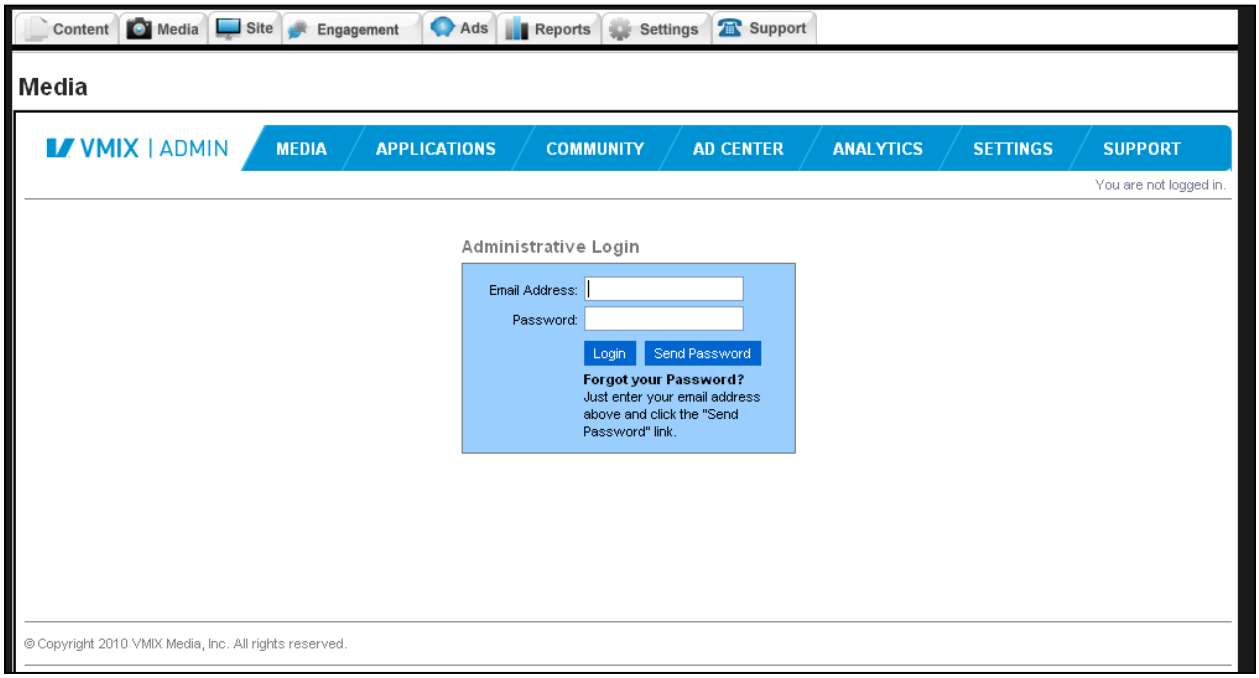
VMIX is a digital media company that specializes in managing and delivering audio/visual content, serving the music, television, and urban entertainment communities. This is a special service that is not included in many agreements. Contact your Digital Services Manager (DSM) for more information.

You will need to log into VMIX to access these controls. If you do not have a login, or have forgot your username or password, contact your DSM.



Site

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The Site tab features powerful tools that manage the look and feel of your site. Changes made here affect the entire site, as opposed to content on a particular page.

Theme Manager — Modify page layouts and place FLEX content tools throughout your site. You will also use the Theme Manager to create different versions of your site and schedule them to go live when you need them.

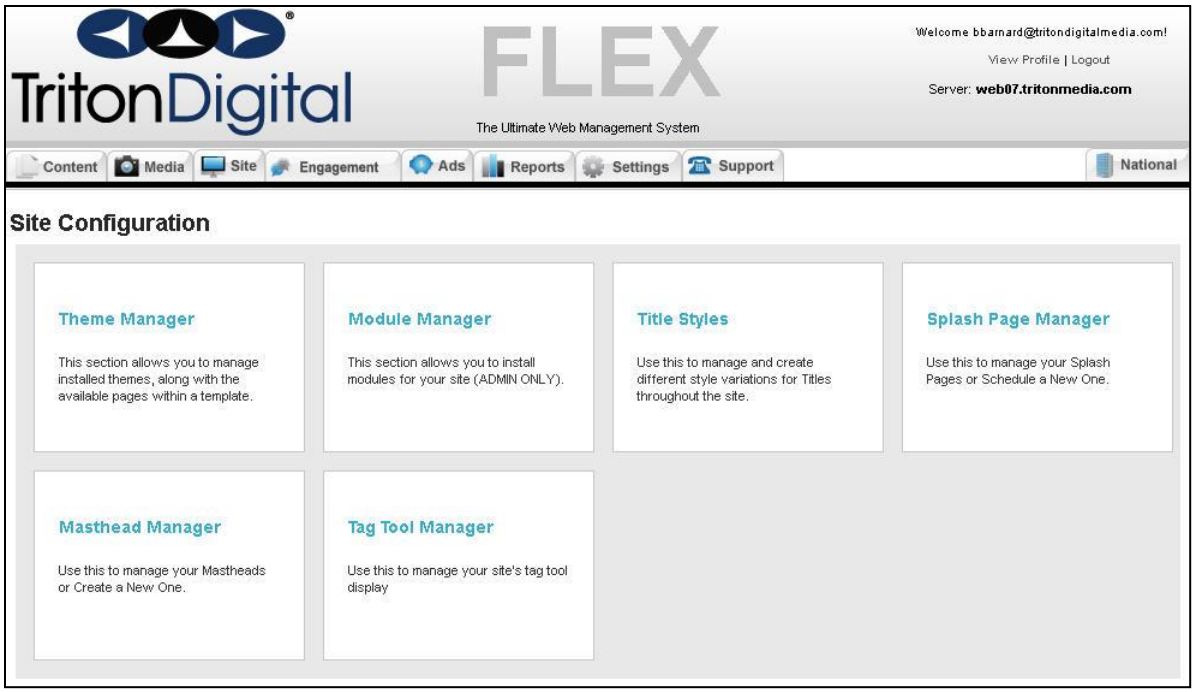
Module Manager — For Triton Digital Administrators only.

Title Styles — Create custom title bars for your content modules.

Splash Page Manager — Build splash pages to highlight events and sponsorships.

Masthead Manager — Upload and organize your masthead images.

Tag Tool Manager — Modify the configuration of your content tags and build tag clouds.


TritonDigital
FLEX
The Ultimate Web Management System
Welcome bbarnard@tritondigitalmedia.com!
View Profile | Logout
Server: web07.tritonmedia.com
Content
Media
Site
Engagement
Ads
Reports
Settings
Support
National
Site Configuration
Theme Manager
This section allows you to manage installed themes, along with the available pages within a template.
Module Manager
This section allows you to install modules for your site (ADMIN ONLY).
Title Styles
Use this to manage and create different style variations for Titles throughout the site.
Splash Page Manager
Use this to manage your Splash Pages or Schedule a New One.
Masthead Manager
Use this to manage your Mastheads or Create a New One.
Tag Tool Manager
Use this to manage your site's tag tool display

Theme Manager

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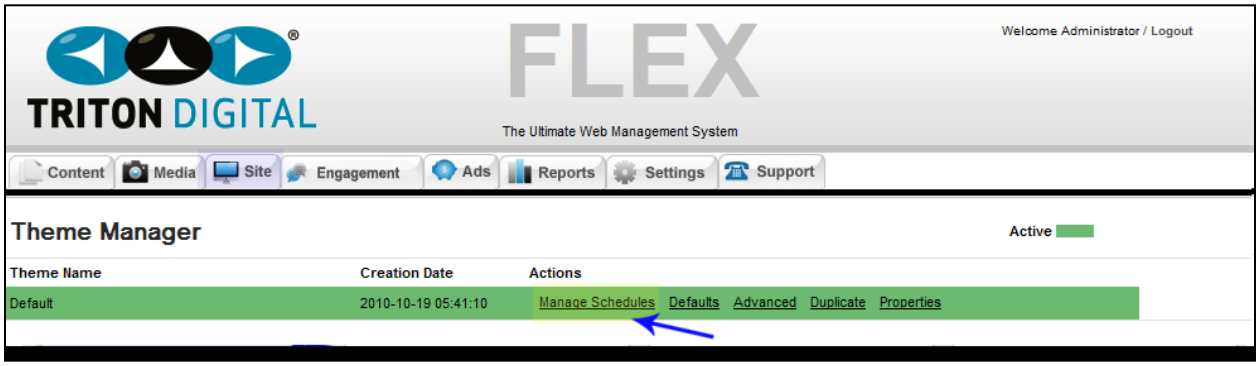
Create multiple versions of your site with the Theme Manager. You can also use it to modify the layout of your live site and style your content.

The **Theme Manager** is where you modify the layout of your pages and place content on them. You cannot create content in the Theme Manager. This must be done in the Content, Media, Engagement or Ads tabs.

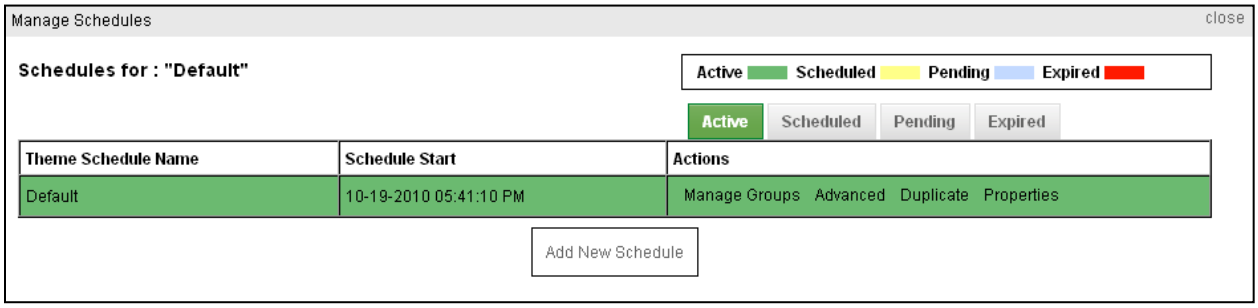
Click the **Site** tab, then click **Theme Manager** and you will be taken to a list of all available **Themes**, which are versions of your site. The list will include the **Theme Name**, **Creation Date**, and **Actions** menu. The active theme will be highlighted in green. The Actions include **Manage Schedules, Defaults, Advanced, Duplicates, Properties,** and **Delete.** Your site is delivered with one **Default** theme, which is constructed by our developers using the design created during the site mock-up process. You will not see the delete option for the default theme.



Click **Manage Schedules** on the active theme to edit your live site. **Schedules** are variations of a **Theme**. You can duplicate your default theme and use that template as basis for building a new version of your site. Each theme can also have several schedules, or versions. Schedules are defined as follows:

- **Active:** A schedule listed as active is live to your audience. You can only have one active schedule for any theme on your site.
- **Scheduled:** Theme changes that are scheduled to go live at a future date/time.
  - Click **Properties** to set a start date.
- **Pending:** Theme changes that have been made to the template but do not have a publication time set.
- **Expired:** Versions of the theme that are no longer active but can be rescheduled.

Theme Manager continued



You can perform the following tasks In the **Manage Schedules** menu:

- **Manage Groups:** Make edits to the homepage **Groups**: **Header**, **Above the Fold**, **Below the Fold**, and **Footer**. You can change the content modules that are in the containers, move containers up and down within columns, and ad style to content.
- **Advanced:** Allows you to add and delete containers, set column widths, change the site background and edit interior page **Categories**.
- **Duplicate:** Allows you to duplicate a schedule with a new name and launch date/time.
- **Proprieties:** Set the schedule name and the launch date/time.
- **Add New Schedule:** Creates a new Schedule using the working theme's default settings.

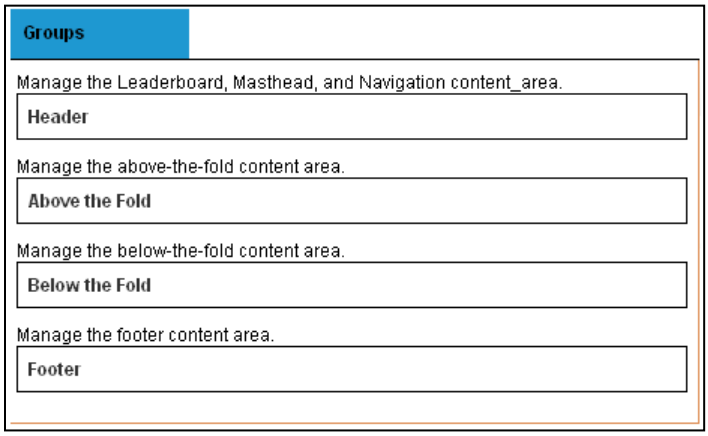
Click **Manage Groups** to make changes to homepage on your live site.

The Manage Groups display will allow you to change content, layout, background colors/graphics, and many other site elements through the use of the **Content Box Editors (CBE)**. Each content module is housed in a container, which is edited by the CBE.

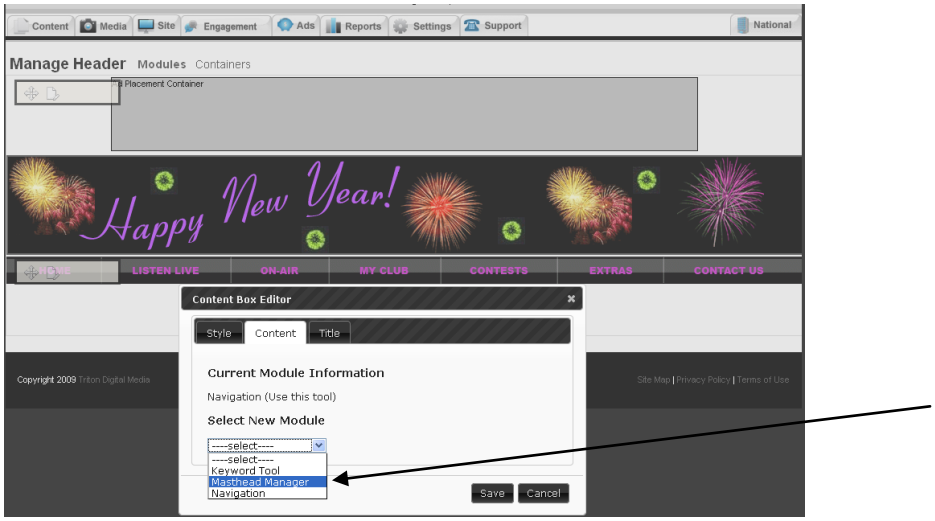
You will see the following edit box in the Manage Groups view.

The top blue banner now shows the headers: **Groups, Theme, History, Actions**, **Current Theme,** and **Working with Schedule.**

First you need to select which group you would like to edit. Click on the group and it will display the actual content in that area of the site.

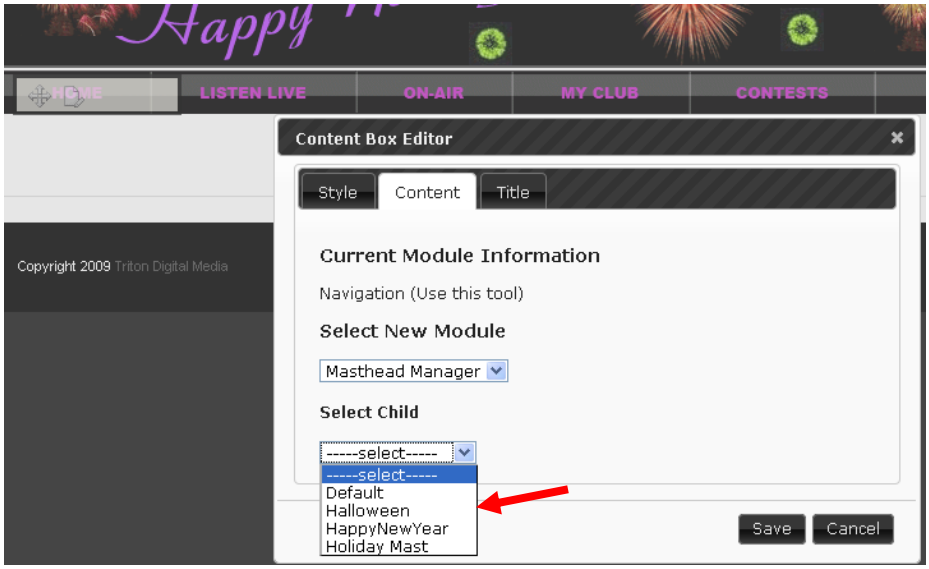


The **Header** is where you apply the **Mastheads** you have already uploaded through the Masthead Manager**.** Click on the **Properties Icon** to launch the **Content Box Editor**. Do not click on "(Use This Tool)", instead click on "SELECT NEW MODULE." Select **Masthead Manager:**

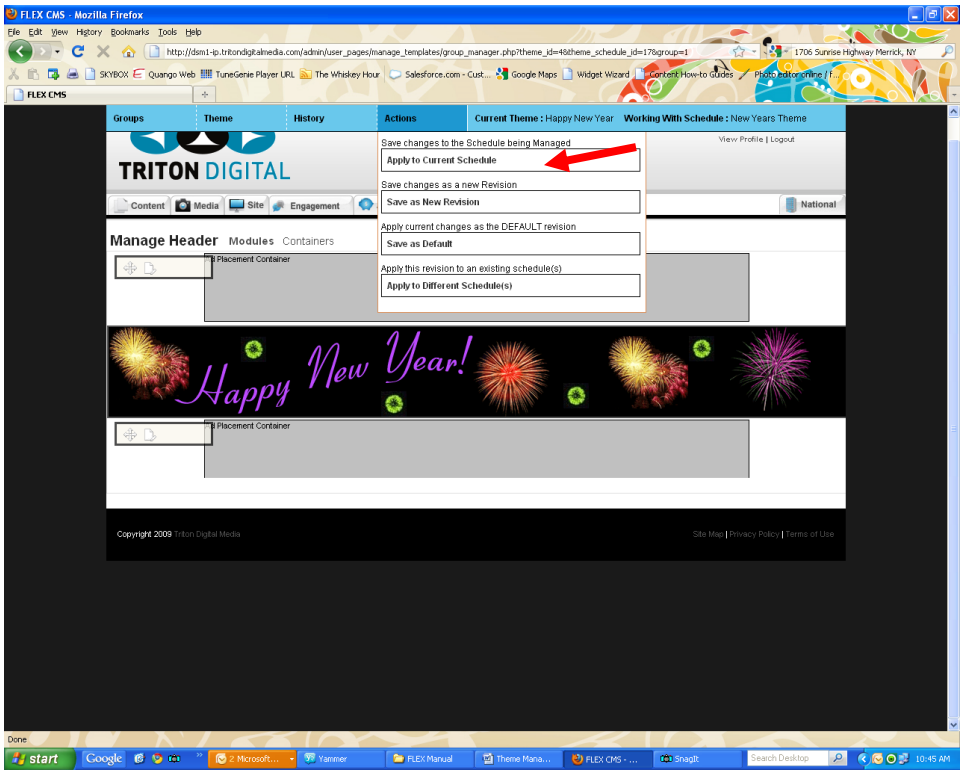


Theme Manager continued

Once you select **Masthead Manager**, the **Select Child** drop down will appear. Click on the down arrow to display all the Mastheads you have already uploaded through the Masthead Manager:



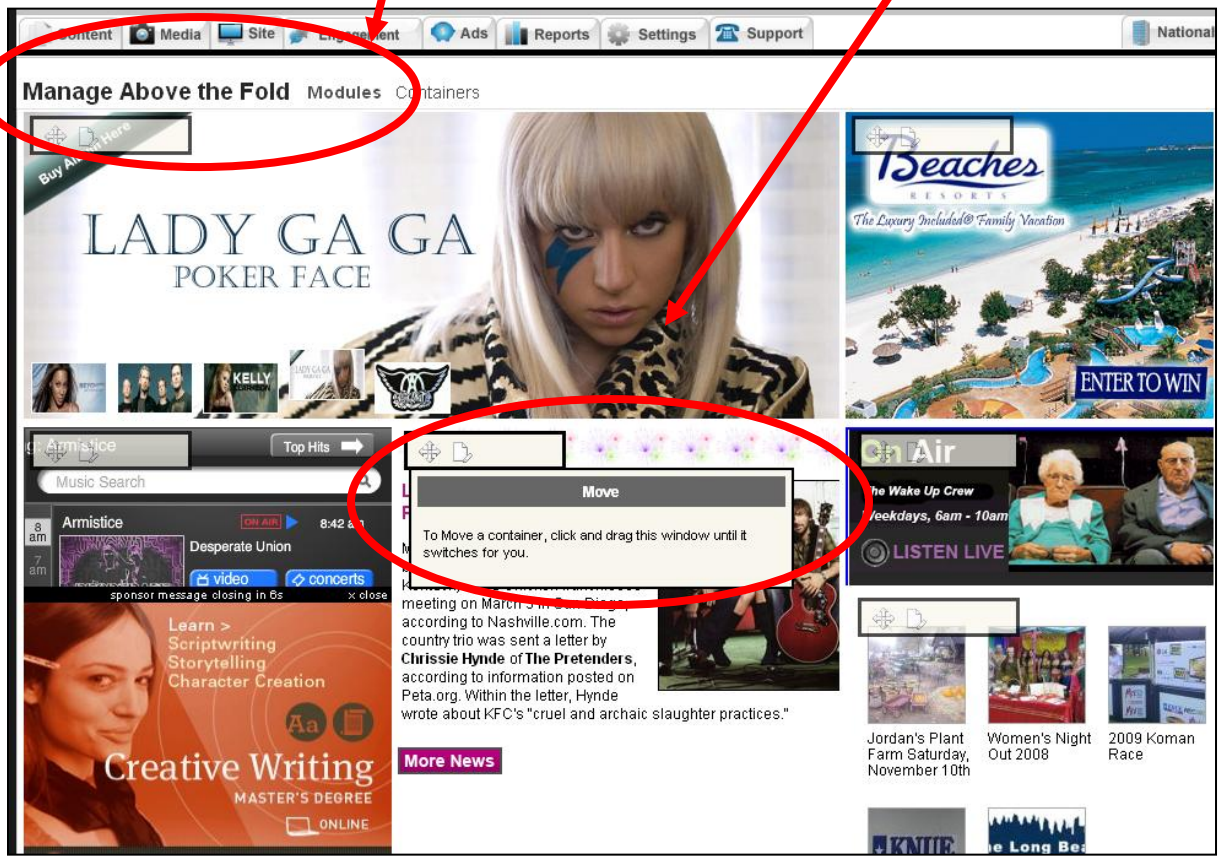
Select the Masthead you want to use and click on SAVE. Then go to **ACTIONS** and click on **APPLY TO CURRENT SCHEDULE:**



Select **Above the Fold, Below the Fold** or **Footer** to manage the rest of your website.

This will display the layout and options to edit. To move the tables simply drag and drop into the desired position. You can only move a container left or right in the same row.

Shows which GROUP you are working with



Content Box Editor — Editing your Container

Again, Theme Manager is not where you change or edit your content. It is where you select which content **Module** will be displayed in the Container. For example, below we are working in the **Below The Fold** group. We have selected the edit (wrench) icon and our **Content Box Editor** has appeared.

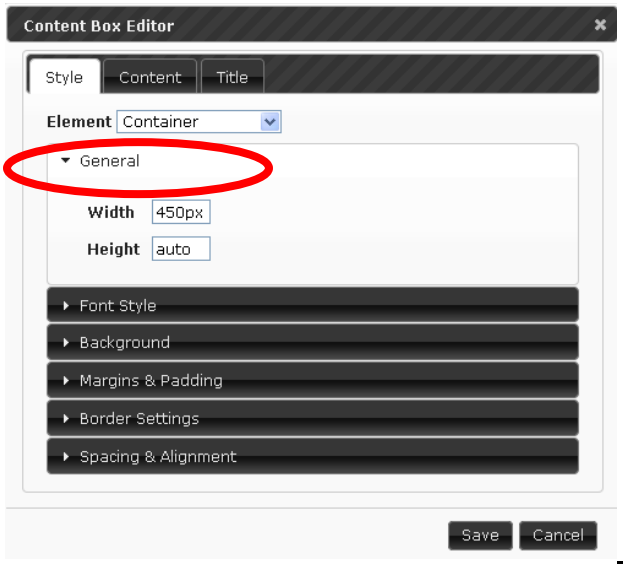
The Content Tab shows you what's currently in the Container.

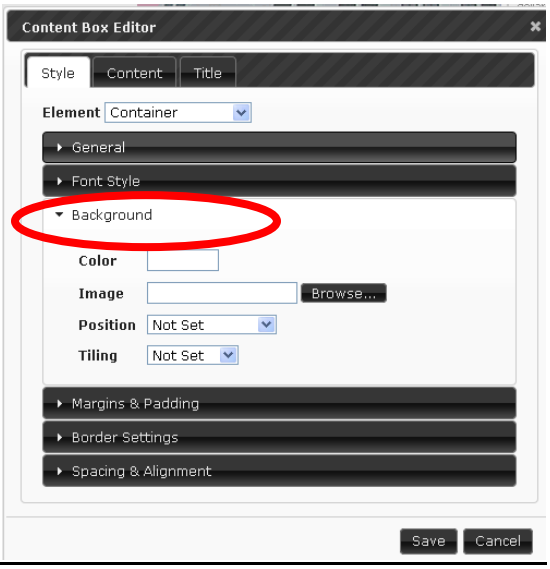
In this case it's the News Items Tool.

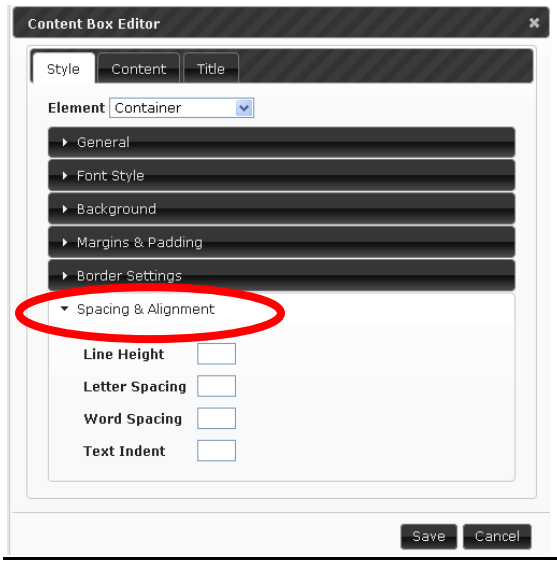
Clicking **(Use this tool)** will take you out of the Theme Manager and into the News Item Tool for editing.

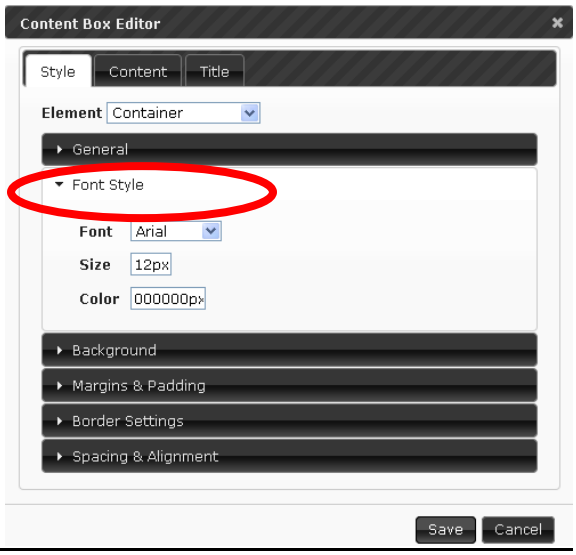
The Content Box Editor is used to change the content in a container and add style, like a background color. More details below.

The **Content Box Editor** has three tabs: **Style, Content** and **Title**. The **Style** tab allows you to change the attributes of the container including **size, font, spacing, margins and background images**. The changes you make will only apply to module you are working in.







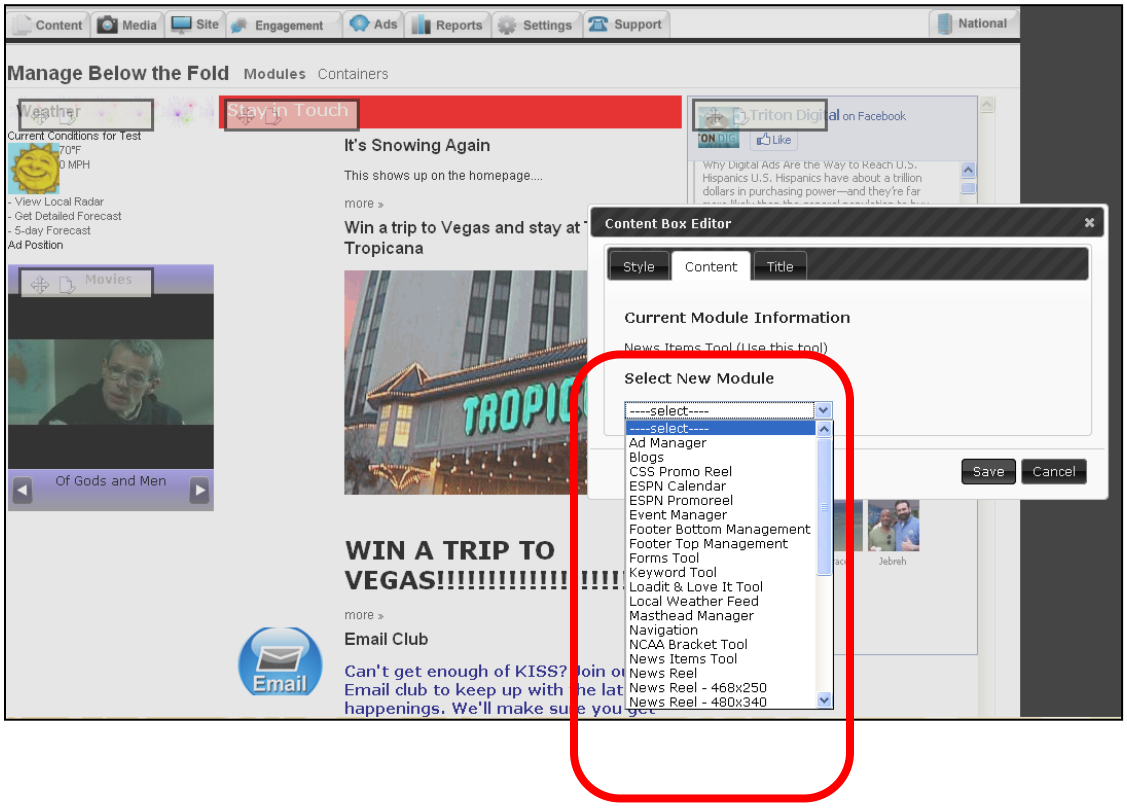


Theme Manager Continued

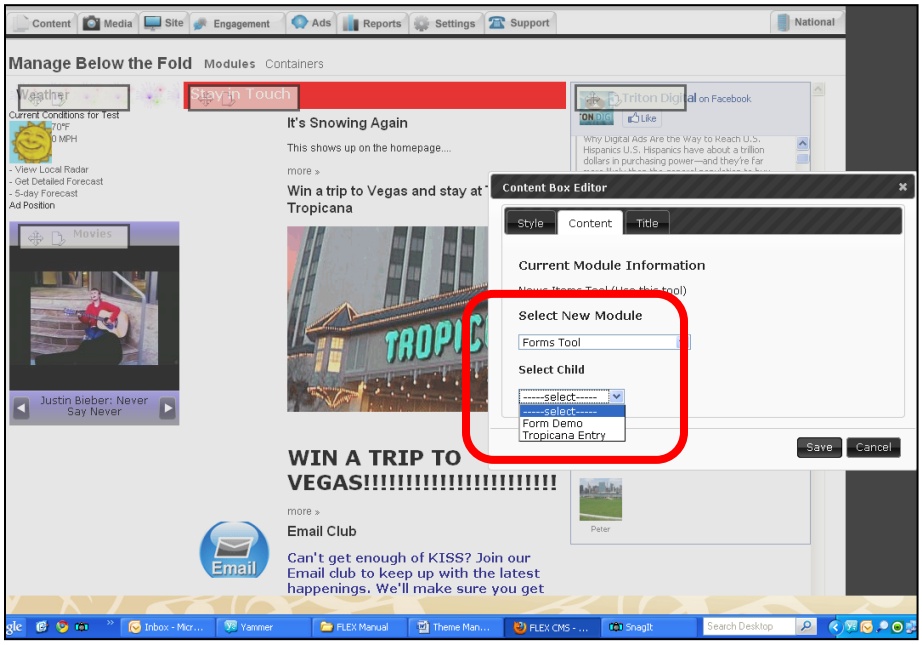
The **Content Tab** is where you will select what module you would like your container to hold. You can choose from any of the modules from the **Content, Media, or Engagement** tabs. For example, you can add News Items tools, Polls, Forms – any page you have already created content for.

Click on the **Content** tab, but DO NOT SELECT "(Use this tool)" unless you want to revert to editing your content. **Selecting "(Use this Tool)" will take you out of the Theme Manager and you will lose the changes you've made so far.**

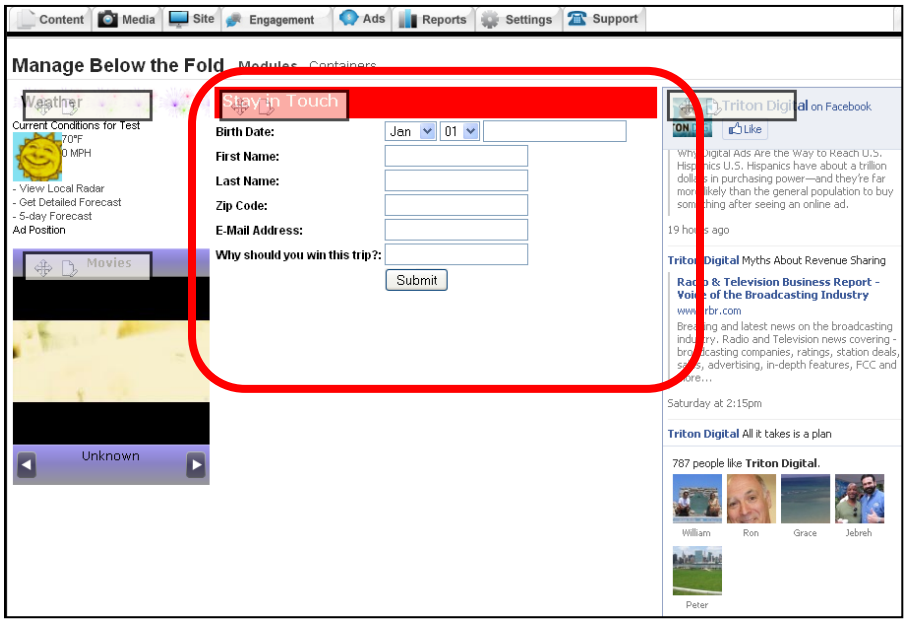
In the example container below, "News Items Tool" is assigned. It is displaying the "News Item Tool" pages created earlier: "It's Snowing Again,"" Win a Trip to Vegas" and "Email Club." To change the module to display a Form created earlier. Simply click on the down arrow next to **Select New Module – and all the available modules appear.**



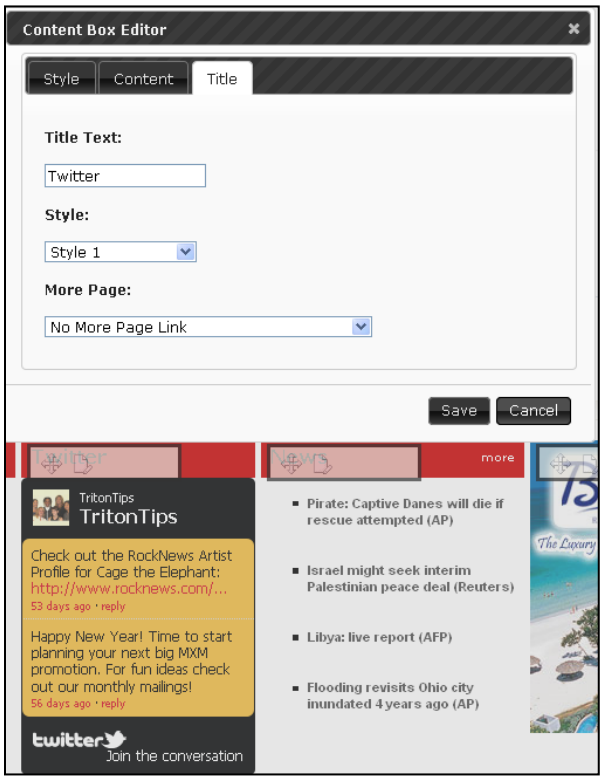
Select a module, in this case the Forms Tool. The next step is to **Select Child**. **Select Child** lists the pages previously created within that tool. There were 2 forms already created: **Forms Demo** and **Tropicana Entry**. Select **Tropicana Entry.**



Click **Save** and the changes appear immediately. The form has been replaced by the News Item tool.



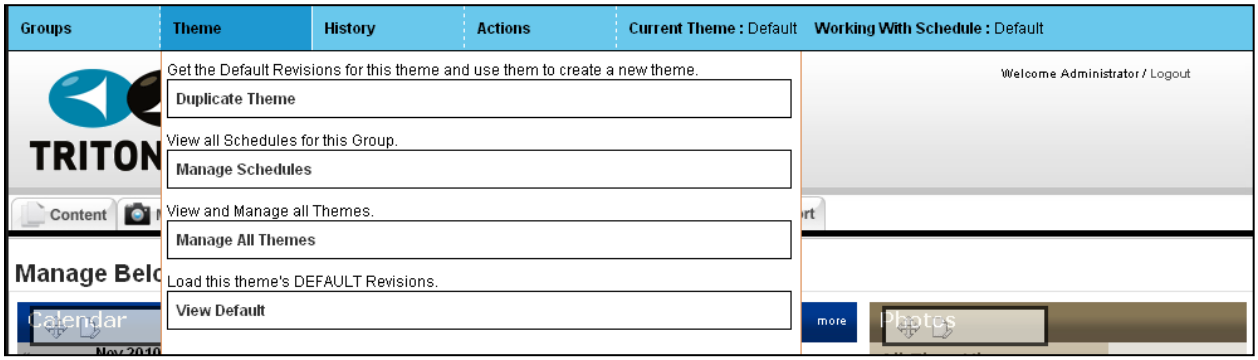
Edits it the **Title Tab** allows you to manipulate the look and properties of the Title section of your container.



You can change the text that appears in the Title section by simply typing in the Title Text field. You can select the style used (see SITE Tab, Title Styles section). Here we only select which one to use. Lastly, you can choose whether you want to have a "More Page" or not. The "More Page" links to additional information.

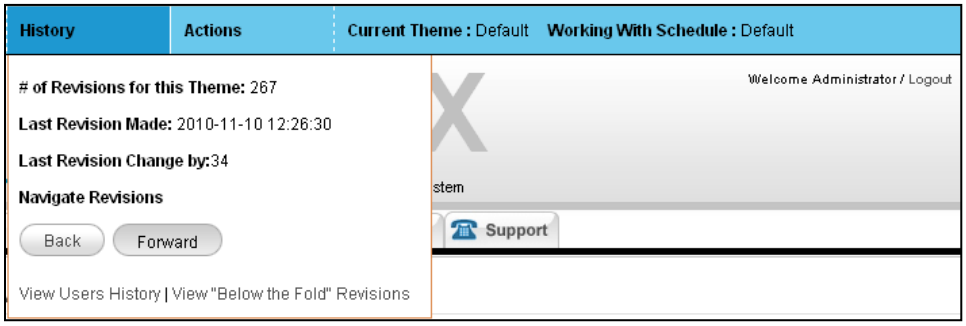
Theme

Theme allows you to manage and view all your themes. This allows switch between multiple Theme edits. It provides the same functionality that is found in the Theme/Schedule Menu.



History

History displays all the changes made to a Theme. It will also display the users who have made modifications. It will allow you to go back to a previous version.

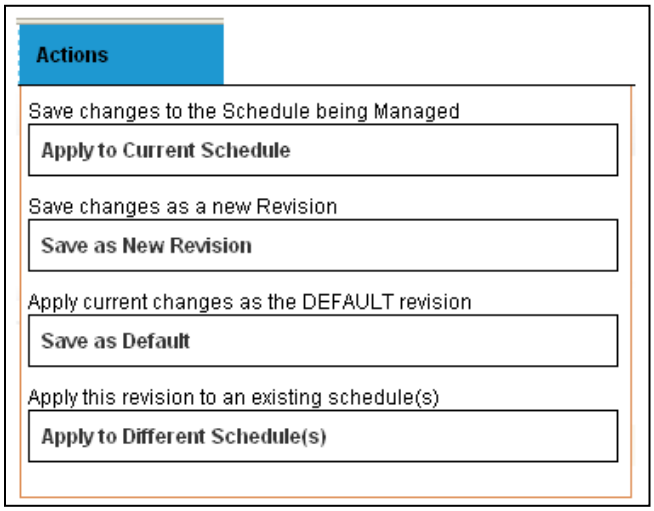


The User History log under **View User History** displays the User ID, Action, Date Modified and a link to View Revision that was made.

A **Revision** is a change made to the Theme that is not saved or assigned to a Schedule. This allows you the user to make changes to multiple areas of a Group without committing the changes. You can then view the look and feel without changing your working template. Once you have achieved the desired look, you can then commit the revision to a Schedule. All revisions are saved per Group to a Revision Log. All revisions can be saved with a comment for future reference.

Actions

Click Actions to save changes made to your theme.


Actions
Save changes to the Schedule being Managed
Apply to Current Schedule
Save changes as a new Revision
Save as New Revision
Apply current changes as the DEFAULT revision
Save as Default
Apply this revision to an existing schedule(s)
Apply to Different Schedule(s)

Apply to Current Schedule – The will save the changes of the schedule you are working on. In the event of editing the live theme, this function acts the same as "Push Live"

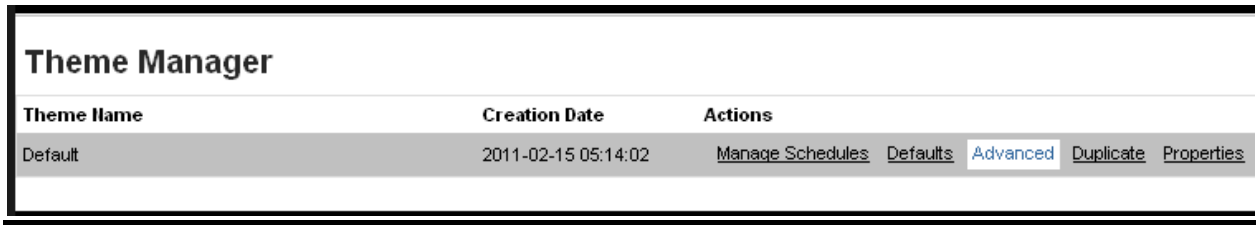
Save as New Revision – Does not save it to the Theme, just saves it while in the Theme Manager Environment.

Save as Default – This will save your changes and update your currently default theme. This is an important function as the Default layout is used by the Duplicate Theme and New Schedule functions.

Apply to different schedules – If you have a repeating scheduled theme, for example, every Sunday your site reflects the colors of your local Football team, you can apply the changes across multiple schedules with this button.

Advanced Theme Manager

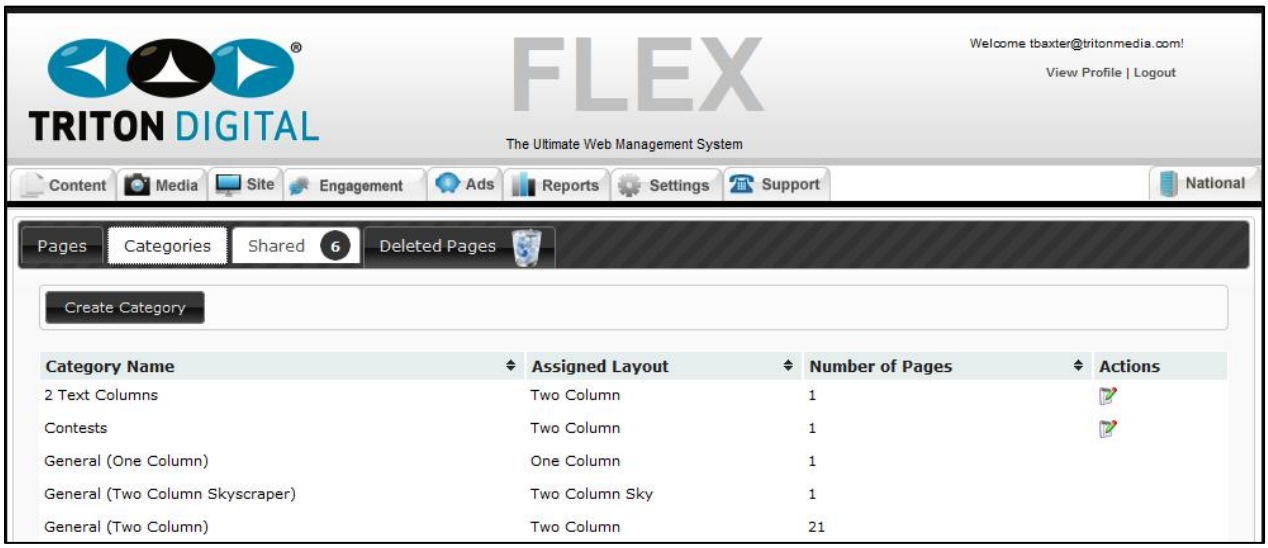
Please see your Digital Services Manager for assistance and training. The Advanced Theme Manager allows for customization of the site layout, backgrounds and interior page layouts.



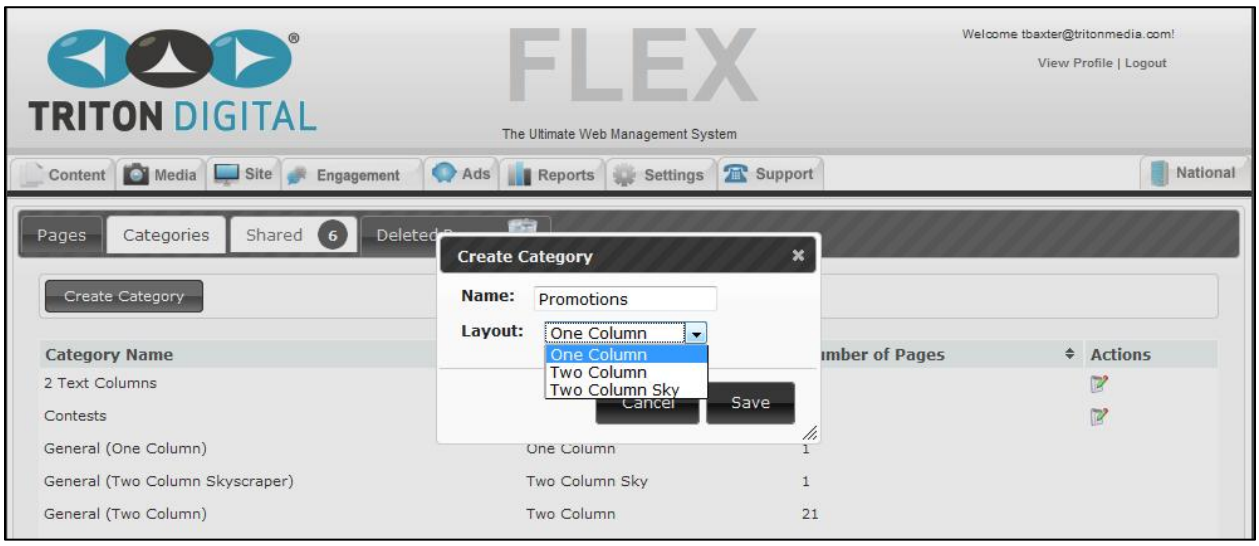
Editing the Advanced settings requires use of Categories. Categories work in conjunction with your Page Creator tool and allow you to create unique page designs with unique content in all areas.

To Create Categories go to your **Page Creator Manager** under the Content Tab.

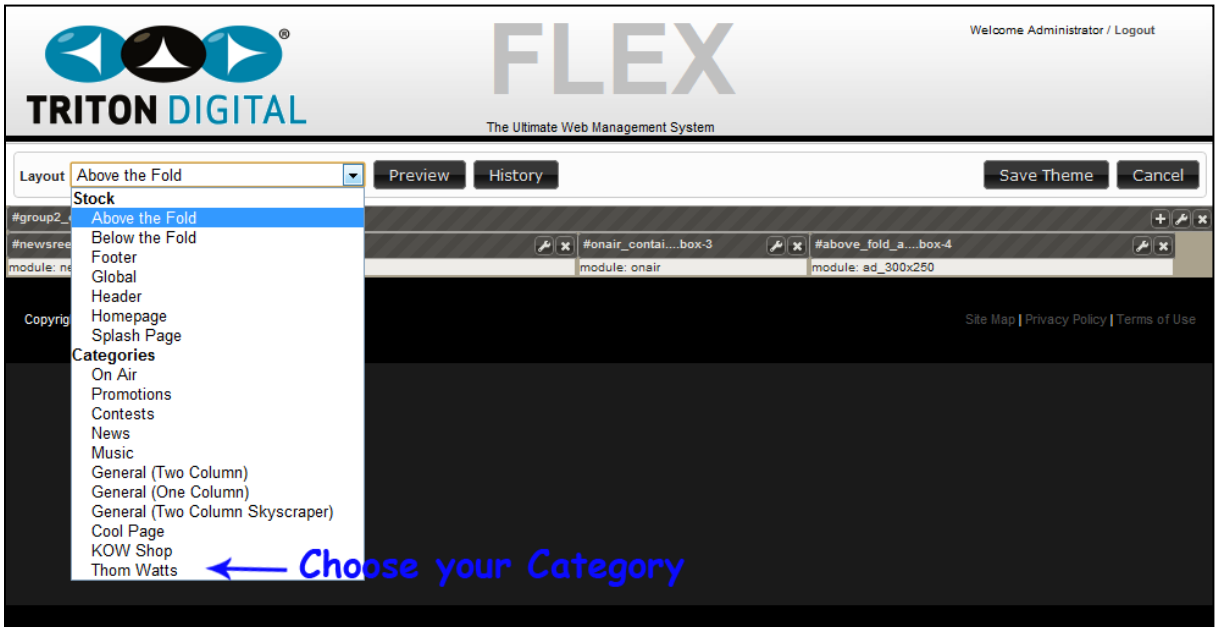
Click the **Categories** tab. Then click **Create Category** to create your new page layout category.



Name your new category and select the layout you desire. Click **Save.** Your new Category will now be listed as a Category Name. Once your category is created, you will need to go into the Theme Manager to customize your page.



Go to the **Site tab** and select **Theme Manager**. Click **Advanced.**



To Edit your Category, click the **Layout** drop-down menu. Select the Category you wish to edit. All edits made to the Layout editor only affect the template/schedule that was accessed. These will go live using the same schedule as the theme. You can view your homepage screen edits by clicking the **Preview** button

Theme Manager continued

Here you can fully design your page by customizing the layout of your content module containers. You can edit the size, placement, or delete or add containers.

Here are the Modules Shown Above:

Box 1 – Page Container
Box 2 – Left side content container
Box 3 – Main WYSIWYG Text Tool
Box 4 – Right side container
Box 5 – 2 column and 2 column skyscraper layout includes the banner ad

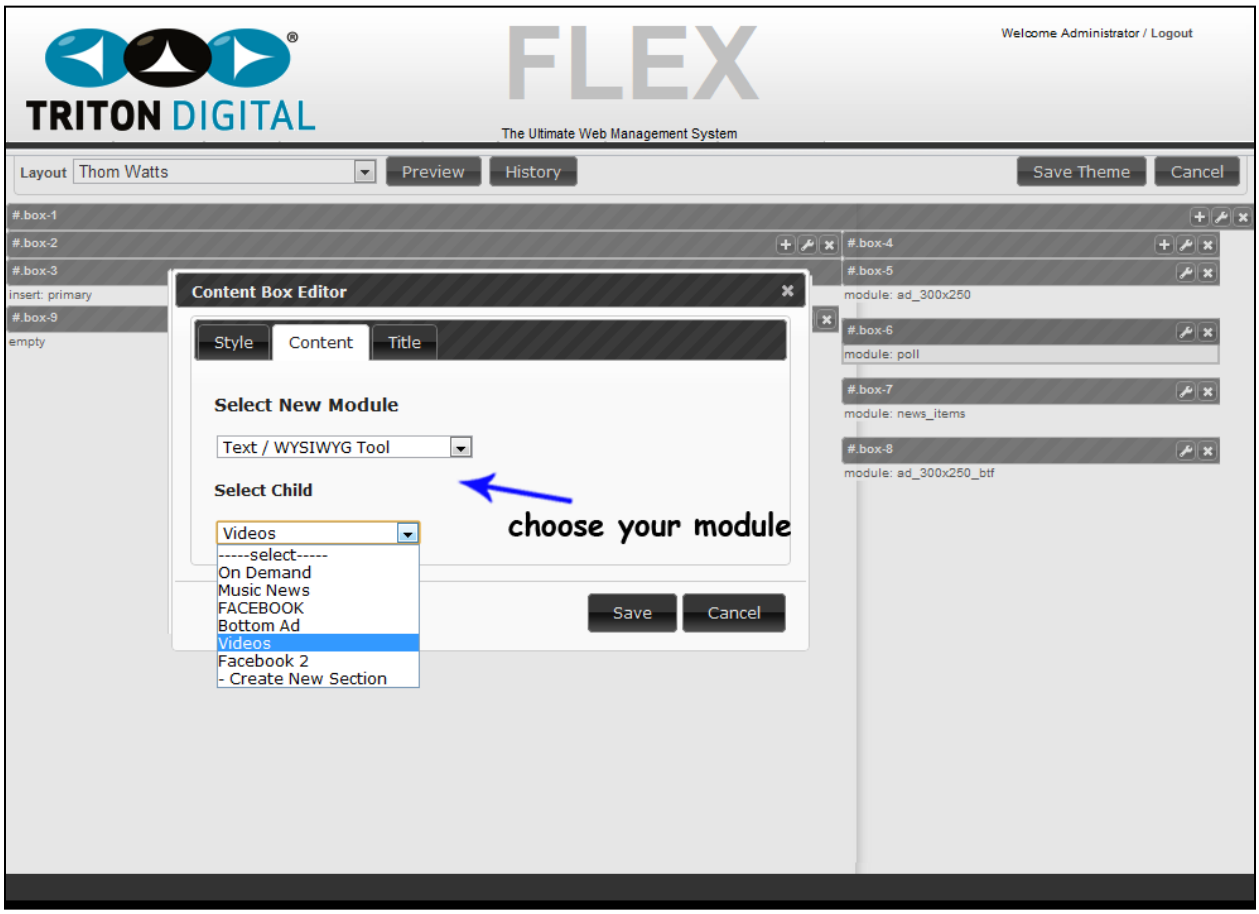
Click the Plus Sign Icon to add a new box. You can only add a box to modules that contain this plus sign icon.

The Box will appear with the word "empty" underneath. Click the **Edit** icon to add Content. The **Content Box Editor** will appear. Here you will enter your **Title**, **Content** and **Style**.

To add a Title Bar, begin typing text for the title. Once complete, choose the Style. The title bar can link to another page with additional content through the "More Page:" dropdown

Content Tab

In the Content Tab you will select the Module for your new box. To change the content, choose **Select New Module** from the drop-down menu. Modules often contain unique elements. These include **Child** and **Display mode**. Once this is entered Click to the Title tab and name your new container.



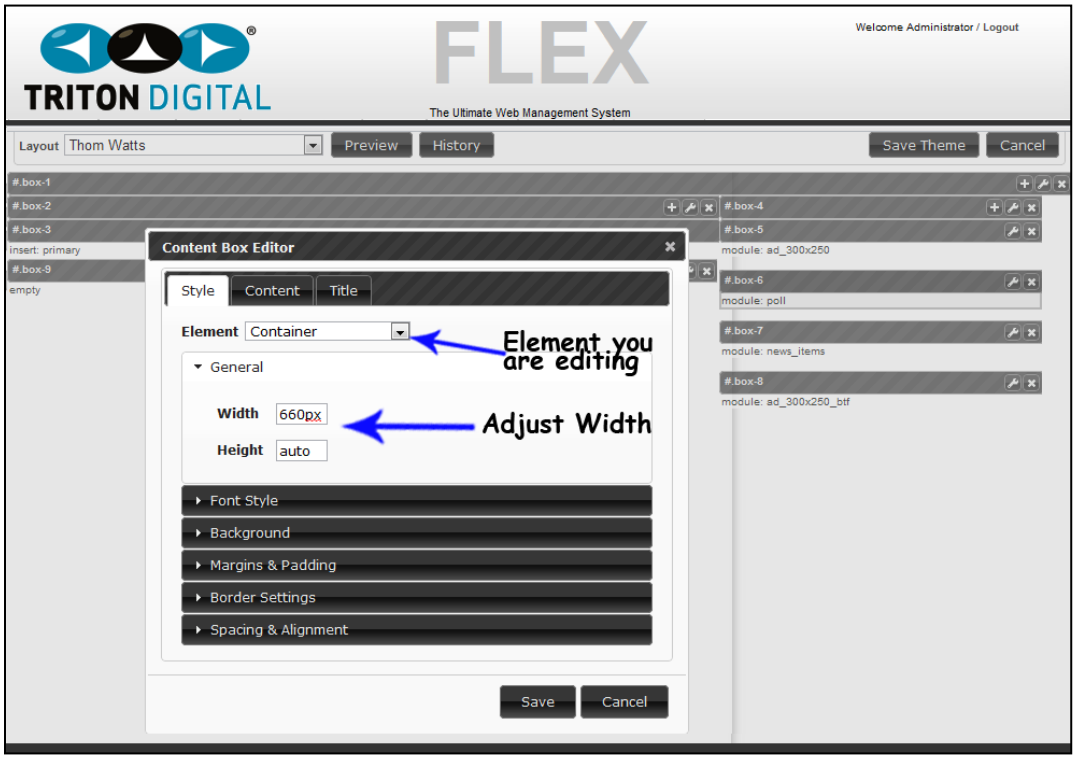
Style Tab

You also have complete control over the size and color elements for each box. Those positions are controlled in the **Style** tab in the **Content Box Editor**.

- **General:** Provides access to the height and width editors for the content box. Height can be set to "Auto" to allow scaling for the content.
- **Font Style:** Control Font Family, Size and Color for individual content box.
- **Background**: Set Background Color and/or image.
- **Margins & Padding**: Fine tune settings for placement of content box in relation to other boxes in template.
- **Border Settings**: Create border elements around content box.
- **Spacing & Alignment**: Controls internal placement of content within box.

From the **Element** dropdown box, you can further access these styles:

- Heading 1,2,3: Controls Font styles
- Link: Set size/color for Link elements
- Link Hover: Set size/color for link rollover states
- Paragraph: Further refine Font Style for content in box.

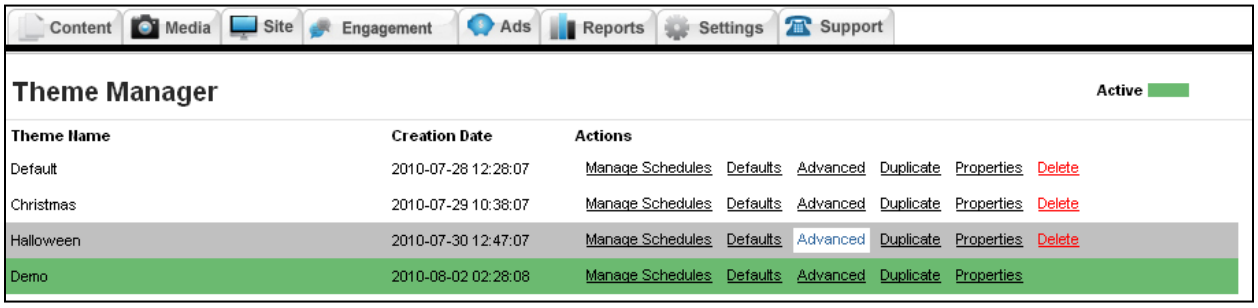


When changing the box sizes, care needs to be taken in ensuring the size does not exceed the maximum width of the template. In most instances, 990 pixels is the max width of all FLEX templates. If a change to the Width causes the adjoining content box to wrap to another line, then the size is too large and needs to be reduced.

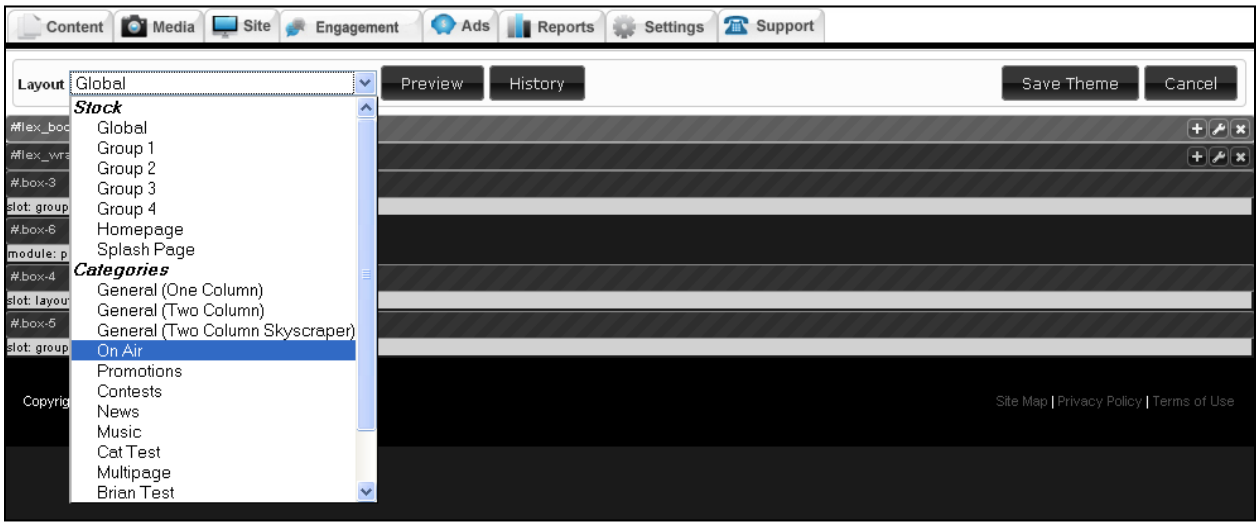
Make sure to click **Save Theme** finalize all you changes before exiting the **Advanced settings**.

Editing a Category

Go to the **Site** tab and click **Theme Manager**
Go to **Manage Schedules**
Click **Advanced** in the pop-up menu.



Once there you'll see container boxes. On top of those you'll see a drop down for layouts. Click on the menu, and locate the category name you wish to edit.

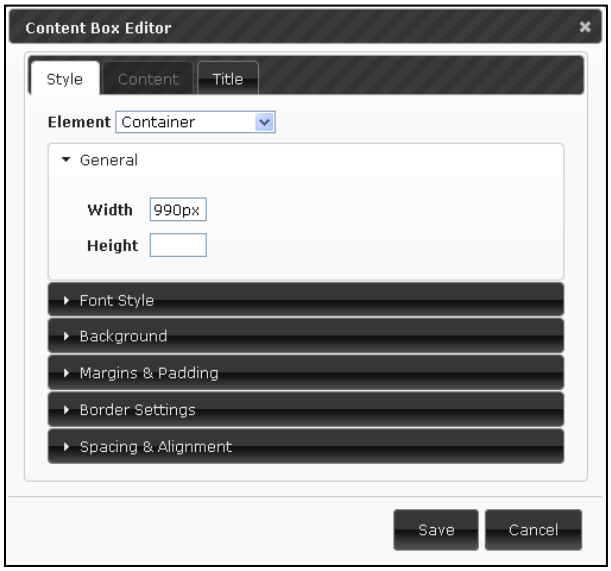


Select your Category. You will see the container boxes for that layout. Box 1 is entire Page Layout; you can make edits to the background image of the entire page here. The boxes underneath, are the Left Container – Box 2 (your actual page content) and the Right Container – Box 4 (the side bar content). Box 3 is updatable text box. It is where the text will appear.

Editing a Box

To edit a box, click on the edit button. It appears as a wrench Icon

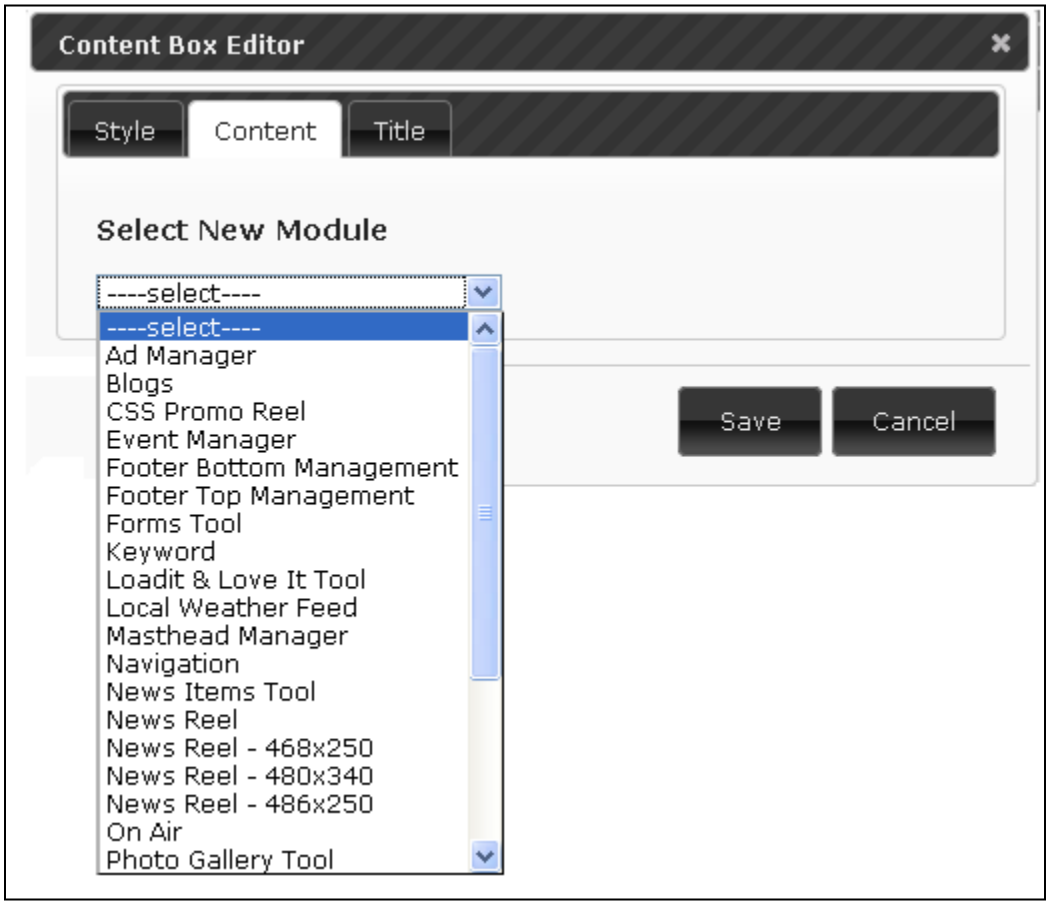
The Content Box Editor will appear.



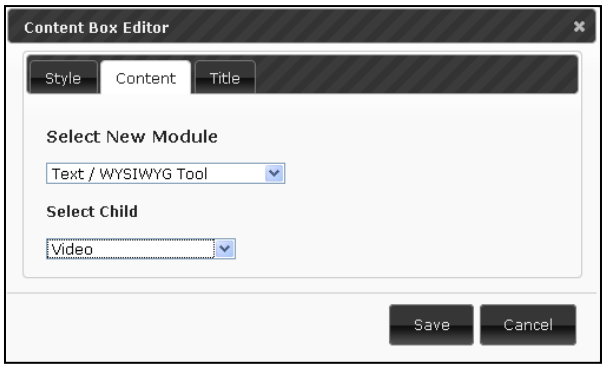
On the **Style Tab** choose the Element in the drop down. By default it is **Container.** Enter the desired size. In this case anything 990px or under. You can type **auto** in the height field to preserve the aspect ratio.

Choose your Module

Still in the editor, select the "Content Tab"; Select a new module from the drop down.



In this case we're adding a video. We'll choose a Text/WYSIWYG. The Child is going to be **Video.** Click **Save.** If you'd like to create a title re-open the editor and add a title under Title Tab.



Once you are done editing you can preview your changes. Preview may not be available for all categories, but it will be available soon. If you are satisfied, click "Save" and the changes for all pages with that category will have the new video or any other change(s) that have been made to the page layout.

Module Manager

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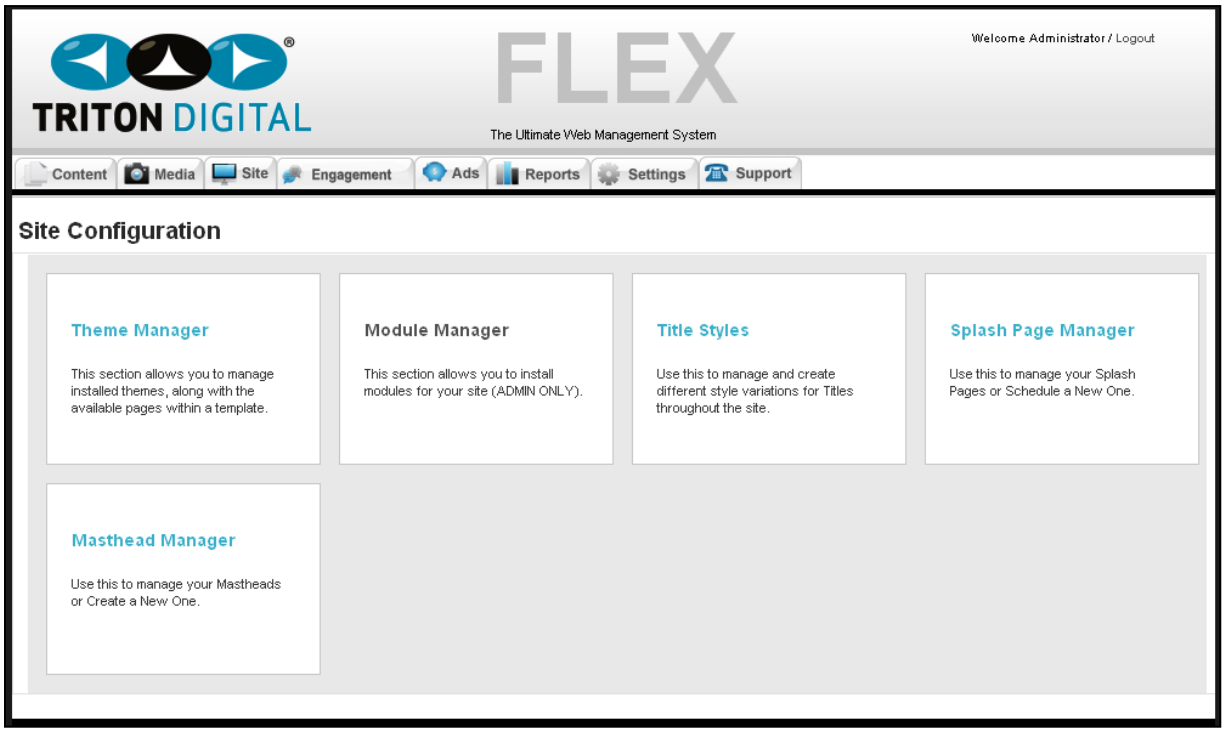
This section allows Triton Administrators to install and edit modules on your site.


TRITON DIGITAL
FLEX
The Ultimate Web Management System
Welcome Administrator / Logout
Content
Media
Site
Engagement
Ads
Reports
Settings
Support
Site Configuration
Theme Manager
This section allows you to manage installed themes, along with the available pages within a template.
Module Manager
This section allows you to install modules for your site (ADMIN ONLY).
Title Styles
Use this to manage and create different style variations for Titles throughout the site.
Splash Page Manager
Use this to manage your Splash Pages or Schedule a New One.
Masthead Manager
Use this to manage your Mastheads or Create a New One.

Title Styles

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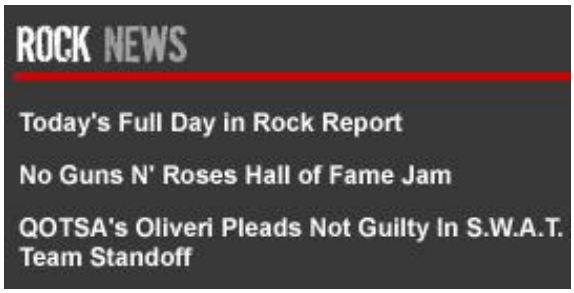
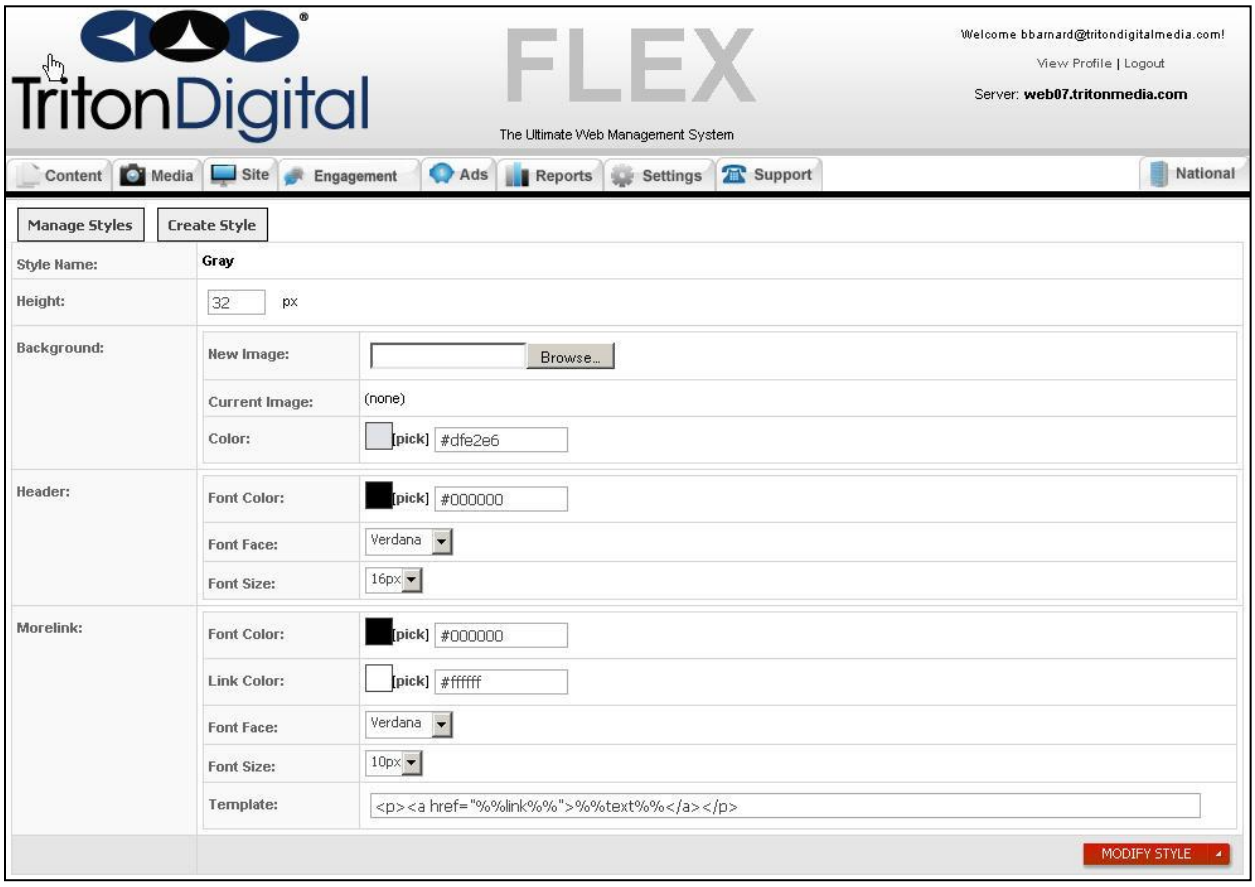
Use this tool to manage and create different style variations for title bars throughout your site. Your **Title Styles** can be solid colors or you can build and upload custom graphics.


ROCK NEWS
Today's Full Day in Rock Report
No Guns N' Roses Hall of Fame Jam
QOTSA's Oliveri Pleads Not Guilty In S.W.A.T. Team Standoff

Here is an example of a graphic Title Style. The "Rock News" text, gray background, and the red line are elements of a single image. The background of the content area has been set to the same gray to create a seamless appearance.

Click (**manage**) in the **Manage Styles** menu to change the settings of an existing style. Click **Create Style** to build a new one. Here you can chose an image or solid background color. You'll also select the text font color, size and the height of the title bar.

The **Morelink** is linked text that will appear on the title bar that directs visitors to another page. Add Morelink text when you place content on your site using the Theme Manager.



Splash Page

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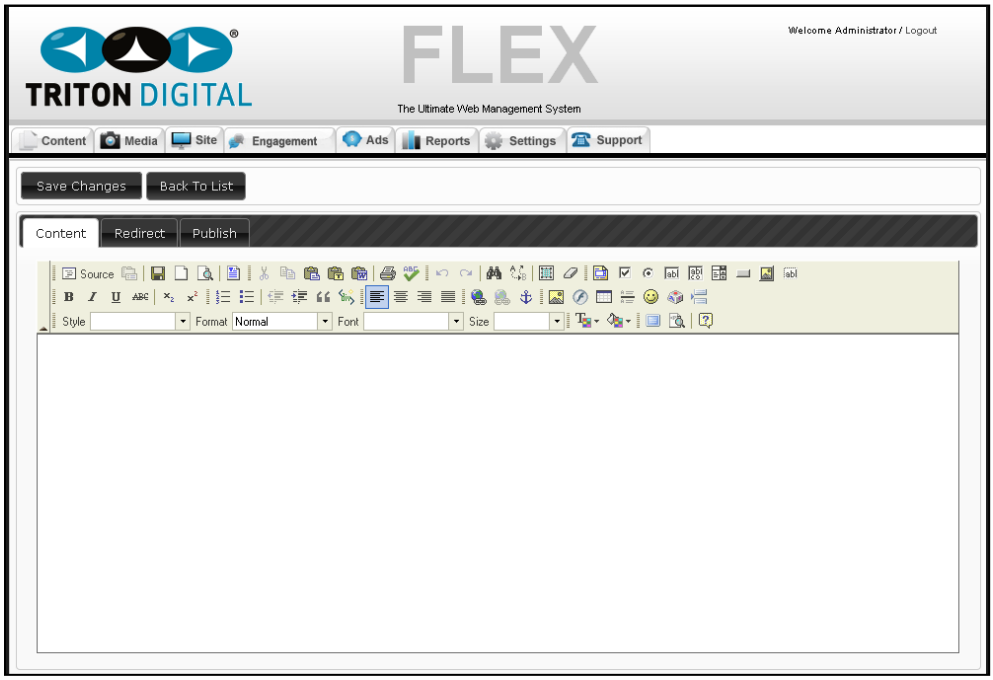
How do I create a Splash Page?

Click the Site tab, then click Splash Page Manager

A Splash page is a very basic web page that directs your guests to a linking page**.**

Click **Add a New Schedule.** Under **Content** create a customized Splash Page using the text editor.



Click to the **Redirect** tab. This allows you to select which page on the site you would like your Splash Page to target.

Click the **Publish** Tab. Give your Splash page a Title. Enter in the timeframe you would like the new page to appear. Make sure to check the status of the page. If the status is set to **Unpublished** the page will not appear no matter the time frame is entered.

Click **Save Changes** in the upper left to apply the new settings. Your splash page will go live on the start date/time and fall off the site when it is set to expire.

Masthead Manager

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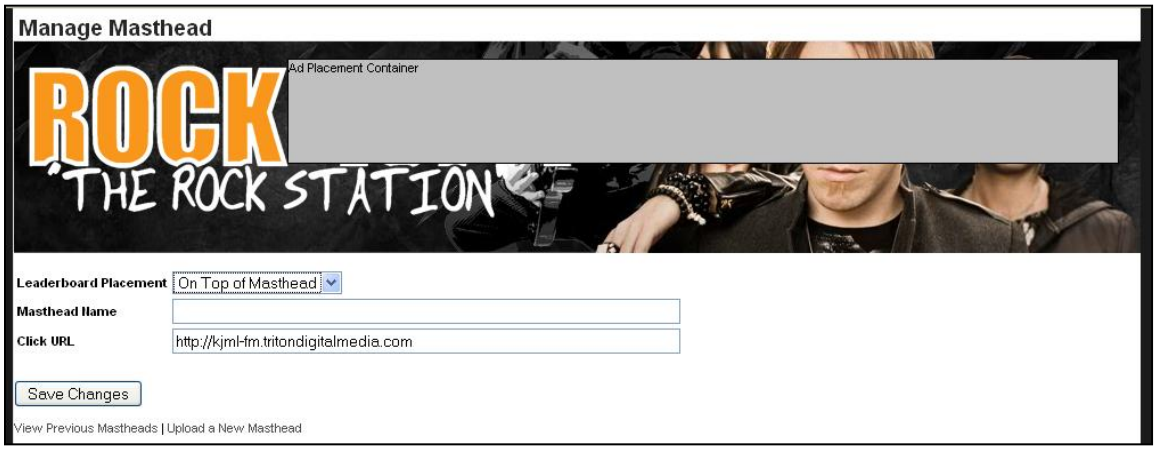
The **Masthead Manager** allows you to change the image in your site's masthead. You can also choose where the leadboard ad will be placed.

By default, the Masthead Manager sets the leaderboard ad **Above Masthead.**

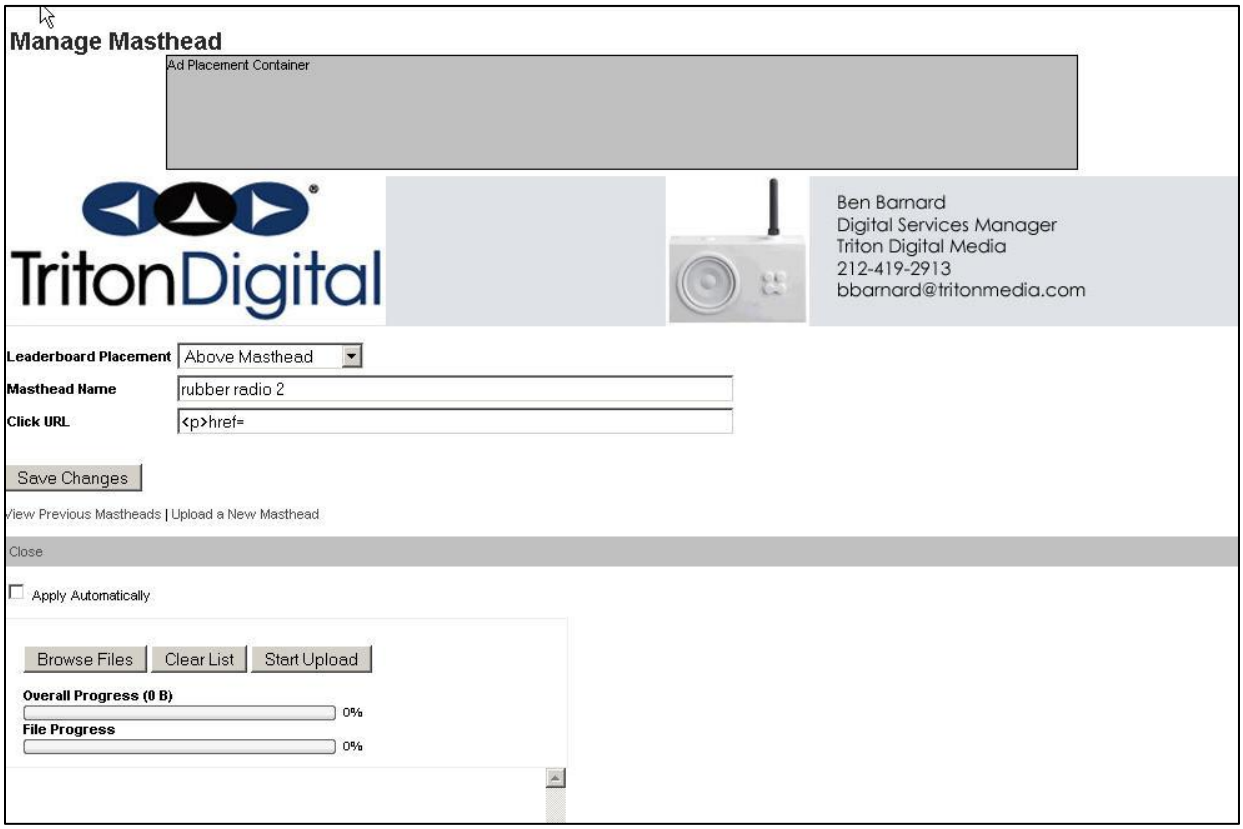
You can also place it **On Top of Masthead**



Changing Your Masthead

Here is the process for switching out a static mast image, or a Flash file. Some clients have a rotating masthead that isn't a Flash file. Please contact your Digital Services Manager for more information on how to makes edits if this is the case for your station.

Uploading your new static masthead or Flash file is the first step. Click the **Site** tab, then click **Masthead Manager**. Browse for your file and click **Upload**. Your upload is complete when the status bar reads 100%. Click **View Previous Mastheads** and select the image you just uploaded. Select the **Leaderboard Placement**, enter the title in the **Masthead Name** field, and enter the **Click URL** – typically this will be your homepage. Click **Save Changes** to finalize.



Now that you've uploaded your new masthead image let's make it live – here are the steps you'll take in the Theme Manager. Click the **Site** tab, then click **Theme Manager**. Click **Manage Schedules** and choose the active schedule (highlighted in green). Click **Manage Groups**. Click the **Groups** button at the top of the screen and click **Header** to view that portion of the homepage. Click the **Properties** icon on the module that houses the masthead. This will launch the **Content Box Editor**. In the **Content** tab, click the **Select New Module** drop-down menu. Choose the **Masthead Manager**. Then you'll see the **Select Child** drop-down menu. Choose the new masthead you uploaded. Click **Save**. Click **Actions** at the top of the screen and click **Apply to Current Schedule** to finalize your edit. Bring up your site in another browser tab. You may have to refresh the homepage to see your edit.

Tag Tool Manager

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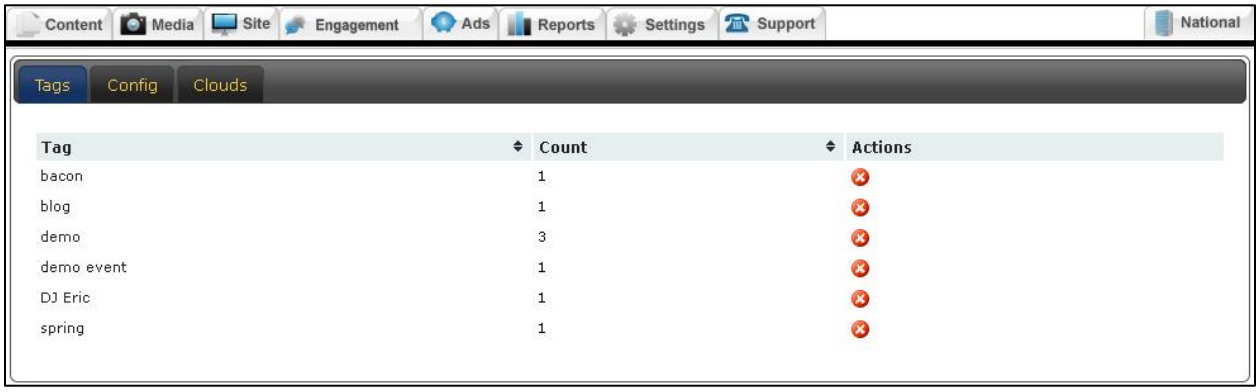
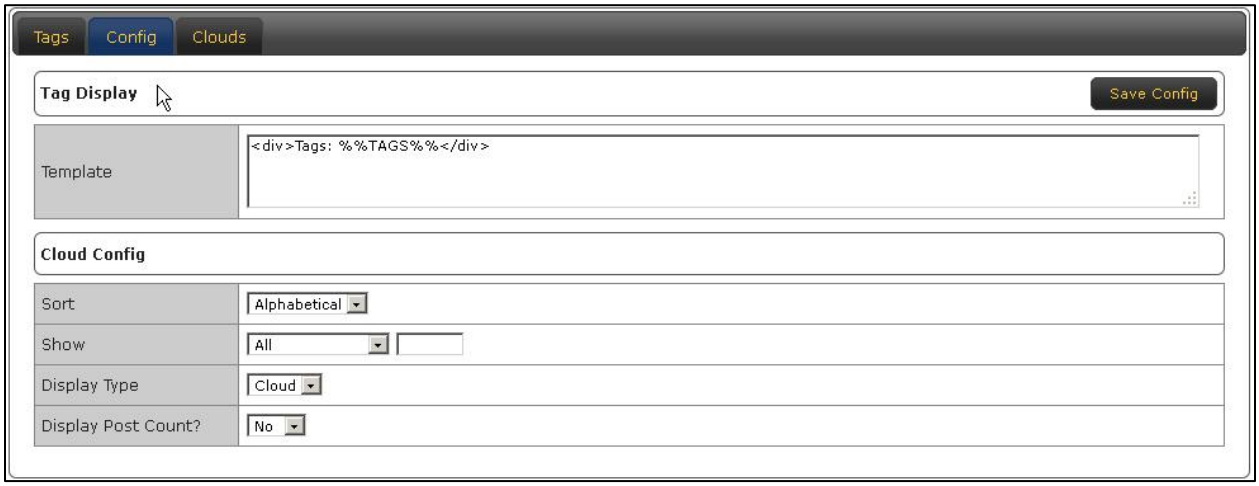
Tagging content on your site is a great way to increase its visibility and organize it by common subject, source, theme, etc. **Tags** can be a single word—"news"," sports"—or a phase like "morning show." Tag words will appear next to your content on the page. Tags are links that will direct visitors to another page that lists all the content items with that particular tag. You can add tags to pages, news items, photos, blogs, events and articles you assign to the Feed Tool.

Click the **Tags** tab to see how many content items are assigned to a particular tag. You can delete tags by clicking the X icon.

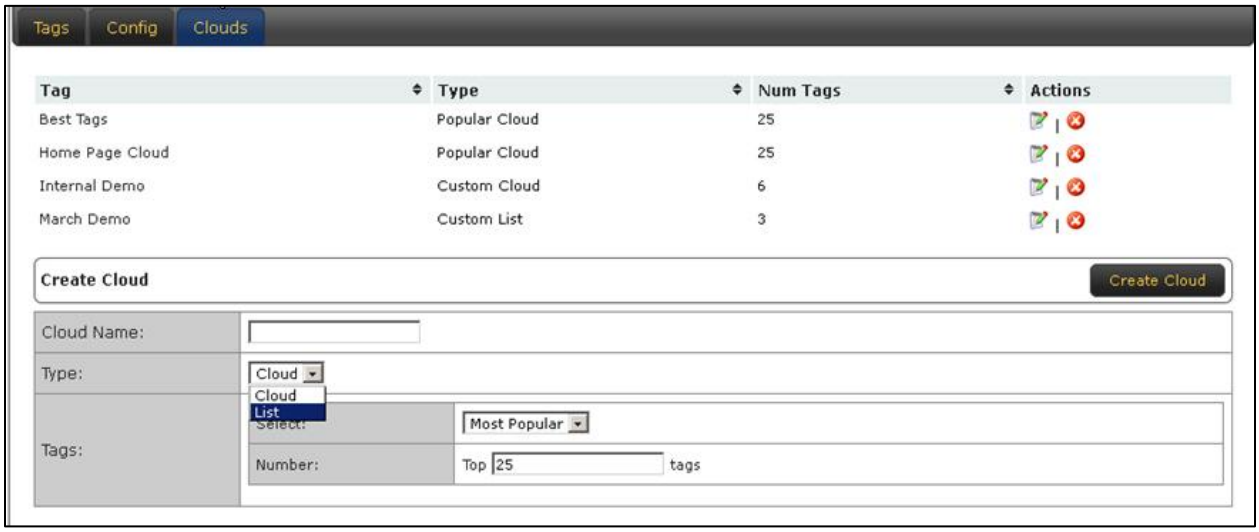


Click the **Config** tab to format the display of your tags. Tags can be displayed in a **List** or a **Cloud**. Tags in a list have the same font size. Tags in a cloud grow in size as more content items are assigned. The settings in the Config tab apply generally to the List or Cloud display types.



Tag Tool Manager continued

Click the **Clouds** tab to build tag clouds that show the most popular tags. These tag clouds can be displayed on your homepage to drive listeners to interior page content. You can also build custom tag clouds and group specific tag words. For example, you could build a custom tag cloud that grouped all of your content with the "concert" tag and the "event" tag. Choose **Custom** from the **Select** drop-down menu to setup a custom tag cloud.



This is an example of how a tag cloud will appear on your site. The color of the tag words is always your default link color.

Sample Tag Cloud
Like
Share With
11-11-11 20th child 236 MARINE CORPS BIRTHDAY A Soldiers Silent Night actriz adamari lopez adelanto adele agua de coco Air Force amantes anorexia apologize

Engagement

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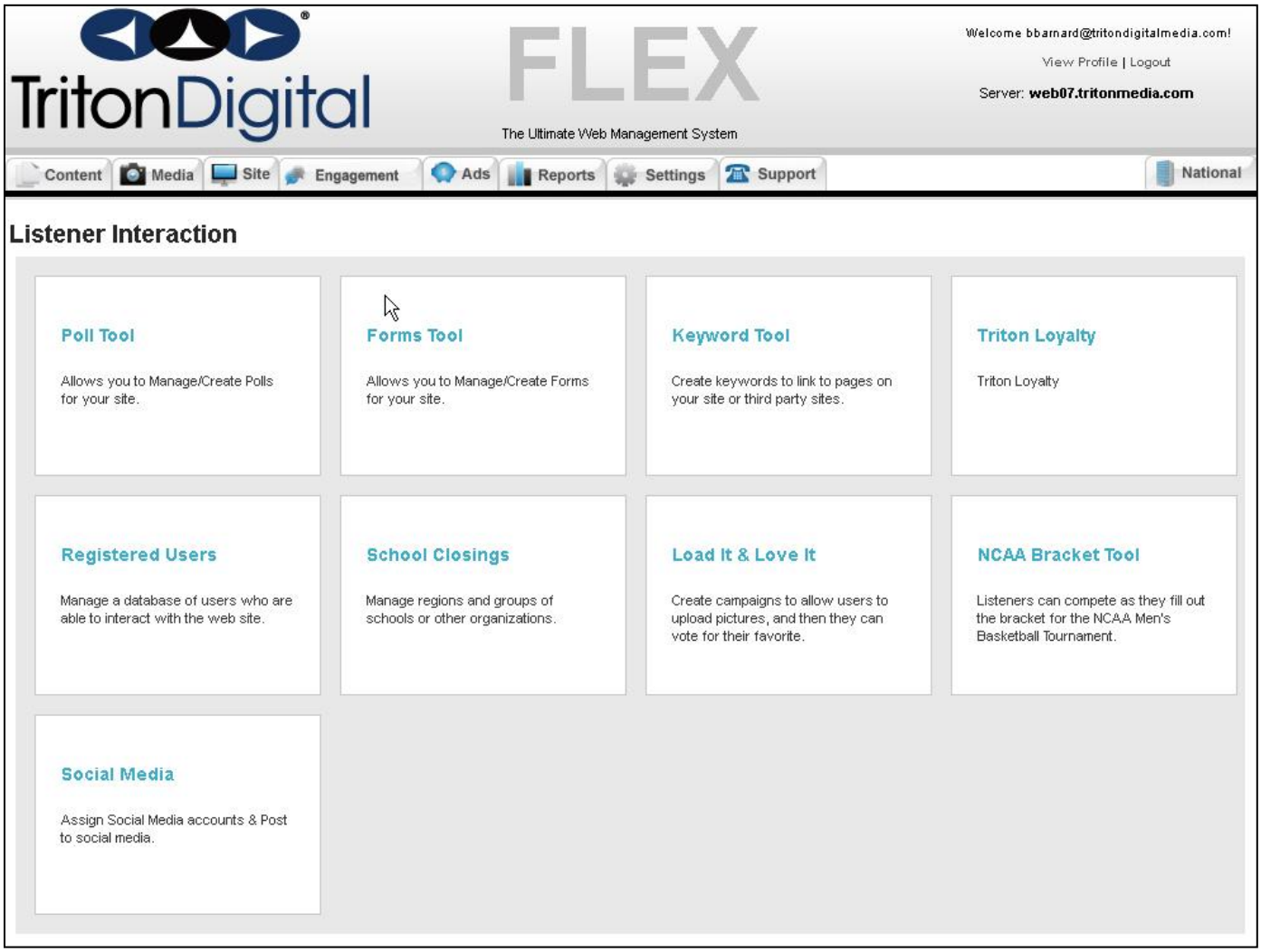
Use the Engagement tools to interact with your audience and build your database. Create polls and contests to drive interaction. Assign Keywords to your pages to make them easier to find. Use Social Media sharing to spark a conversation.

The **Engagement Tab** controls the interactive data from the site. It is a key tool for finding out who visits your sit. It helps you determine what holds the most interest for your internet audience. It Includes the **Poll Tool, Forms Tool, Keyword Tool, Triton Loyalty, School Closings, Registered Users, Load it & Love It, and the NCAA Bracket Tool.**

Engagement Main Screen


TritonDigital
FLEX
The Ultimate Web Management System
Welcome bbarnard@tritondigitalmedia.com!
View Profile | Logout
Server: web07.tritonmedia.com
Content
Media
Site
Engagement
Ads
Reports
Settings
Support
National
Listener Interaction
Poll Tool
Allows you to Manage/Create Polls for your site.
Forms Tool
Allows you to Manage/Create Forms for your site.
Keyword Tool
Create keywords to link to pages on your site or third party sites.
Triton Loyalty
Triton Loyalty
Registered Users
Manage a database of users who are able to interact with the web site.
School Closings
Manage regions and groups of schools or other organizations.
Load It & Love It
Create campaigns to allow users to upload pictures, and then they can vote for their favorite.
NCAA Bracket Tool
Listeners can compete as they fill out the bracket for the NCAA Men's Basketball Tournament.
Social Media
Assign Social Media accounts & Post to social media.

Poll Tool

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The Poll Tool allows viewers to vote, or offer insight to simple questions or comments. Visitors do not need to register in order to use this tool. This allows you to collect simple information from your visitors.

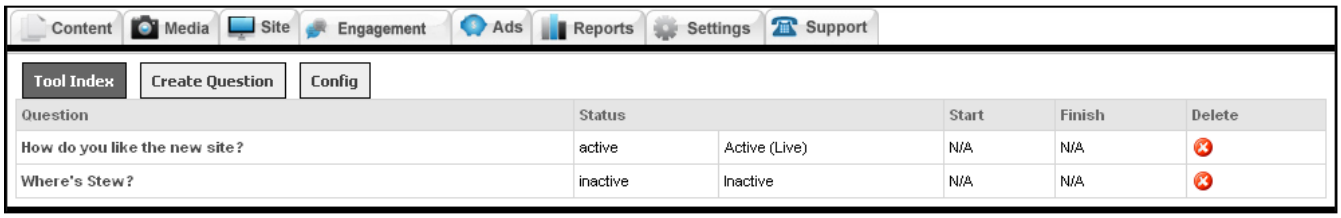
Example:

How do I create a Poll?

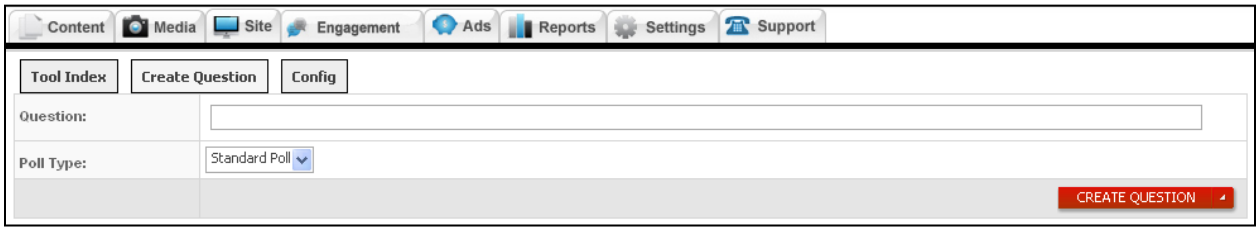
Back to FAQ

Click the Engagement tab, then click Poll Tool

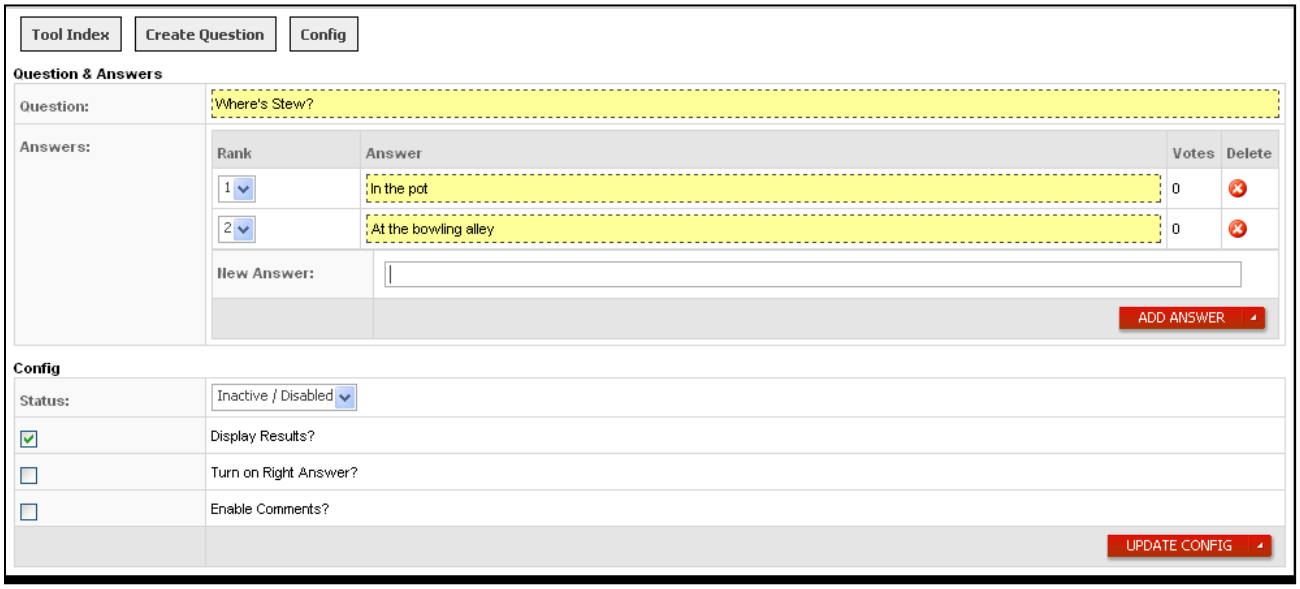
Click to **Create Question** and type the poll question as you would like it to display on the site. Choose from a standard poll, or an **Image in Answers** poll. An **Image in Answers** will allow your guest to submit photos to the poll.



Once the basic information is entered, the configurations settings for your poll will appear as shown below.



Poll Tool Configuration Settings



Enter your answers into the area provided. The **Rank** of the answer will determine its placement below the question. Change the status to **Active** when you are ready for the poll to go live. By default it will display the results generated once the answer has been submitted.

To remove a question, Click **Delete**. A dialog box will appear **"Are you sure you want to delete this question?"** Click **OK**

Forms Tool

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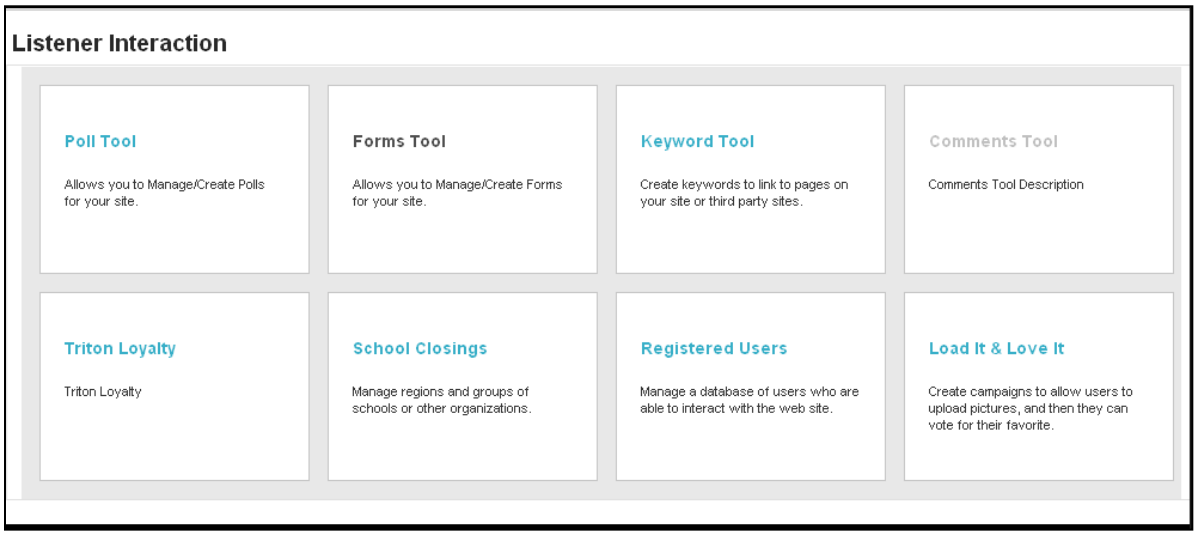
Create a form for your website. Choose the information you would like to gather from your applicants using stock fields, or creating your own unique fields. You can also restrict your form by setting age verification, or limiting the number of times an applicant can register.

How do I add a form to my site?

Back to FAQ

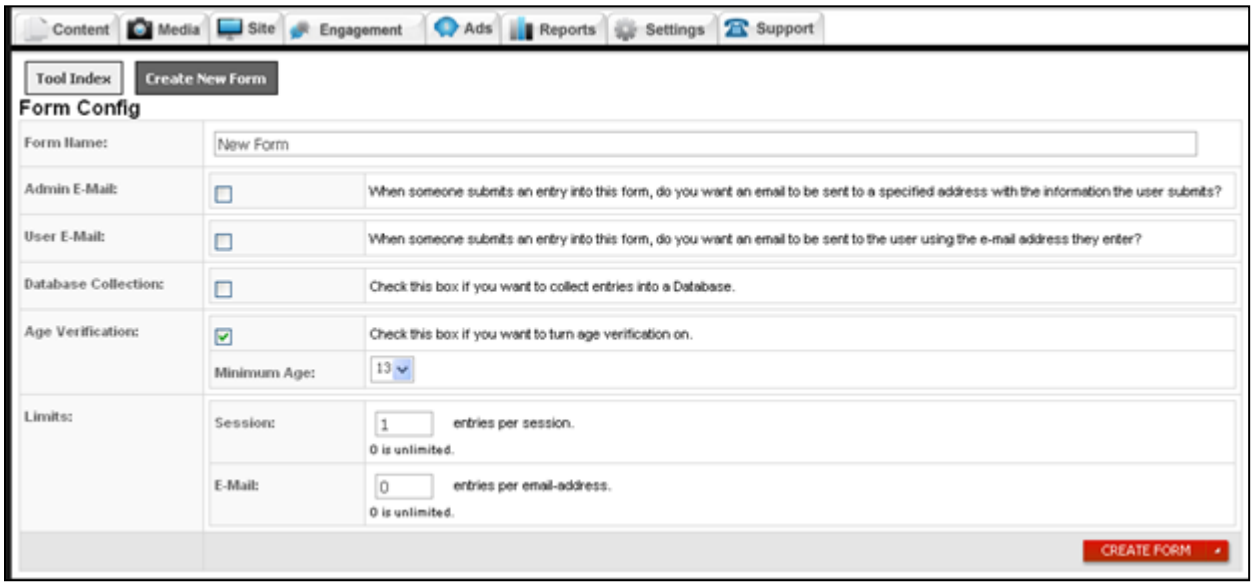
Click the Engagement tab, then click Forms Tool


Listener Interaction
Poll Tool
Allows you to Manage/Create Polls for your site.
Forms Tool
Allows you to Manage/Create Forms for your site.
Keyword Tool
Create keywords to link to pages on your site or third party sites.
Comments Tool
Comments Tool Description
Triton Loyalty
Triton Loyalty
School Closings
Manage regions and groups of schools or other organizations.
Registered Users
Manage a database of users who are able to interact with the web site.
Load It & Love It
Create campaigns to allow users to upload pictures, and then they can vote for their favorite.

Click **Forms Tool**

Click **Create New Form**

Enter your configurations. See example shown below.



Admin Email: This option will send the form data in an email to a designated address

User Email: This option will send a confirmation/thank you email to a user upon registration

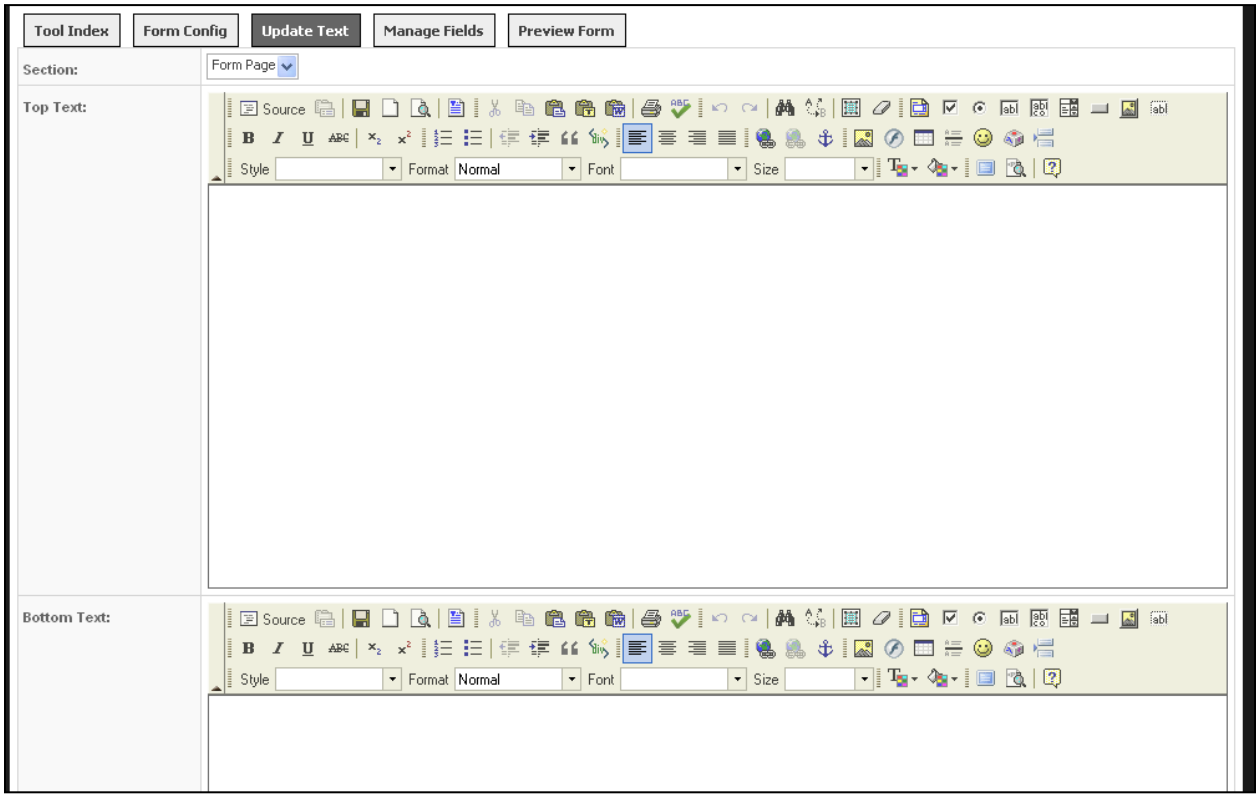
Database Collection: This option will allow you to download user entries into an excel spreadsheet and locate uploaded files

Age Verification: This option will set the minimum age requirements to register

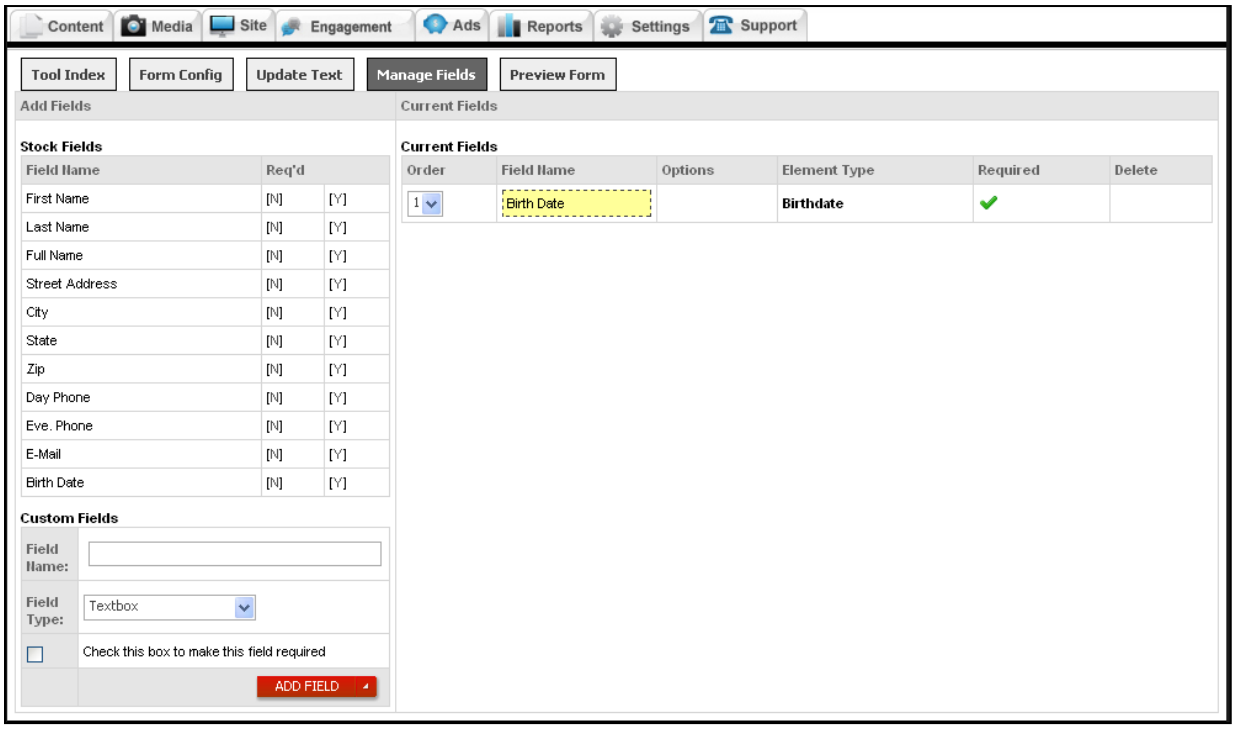
Limits: This allows you to limit the number of times a user can register through sessions or email address

Click **Update Form** and a text editor will appear. This has two areas to edit, the **Top Text** and the **Bottom Text** as shown below.

The Top Text will appear above the form. The **Bottom Text** will appear below. You can also edit the **Thank you** page from the section's menu drop down. This will appear once the user has submitted a form.

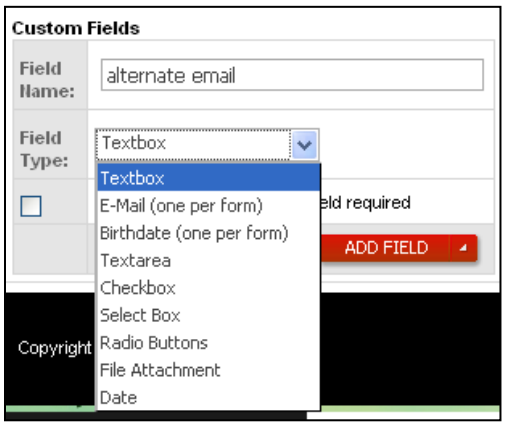


Click the **Manage Fields** tabs.



Designate any Required Fields by selecting **[N]** for not required or **[Y]** for required. If you have selected Age verification or user email verification in the configurations, the form will automatically include these fields. (Date of Birth and Email)

You can also create custom fields with the following Field types:



Review your fields by clicking the **Preview Form** button.

Keyword Tool

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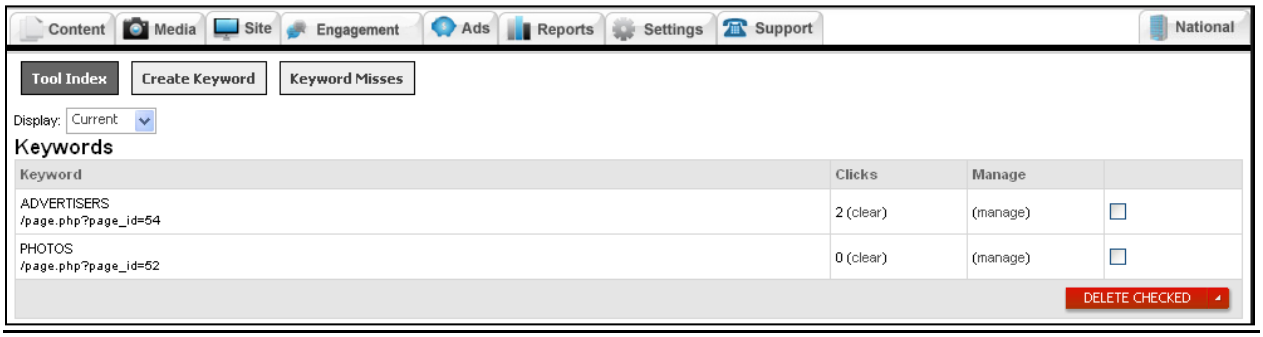
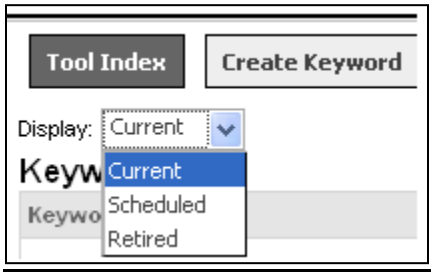
Create Keywords to link to pages on your site or on third party sites.

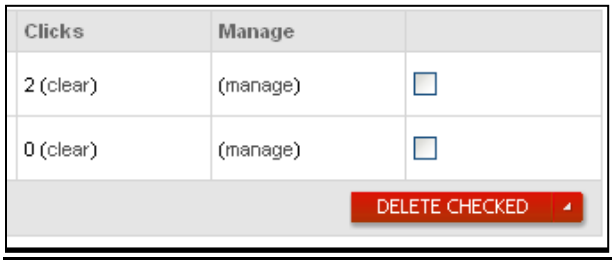
Click to **Keyword Tools**



By default this is set to the **Current Keywords.** Click the Display Drop Down to View the **Scheduled** or **Retired** Keywords.

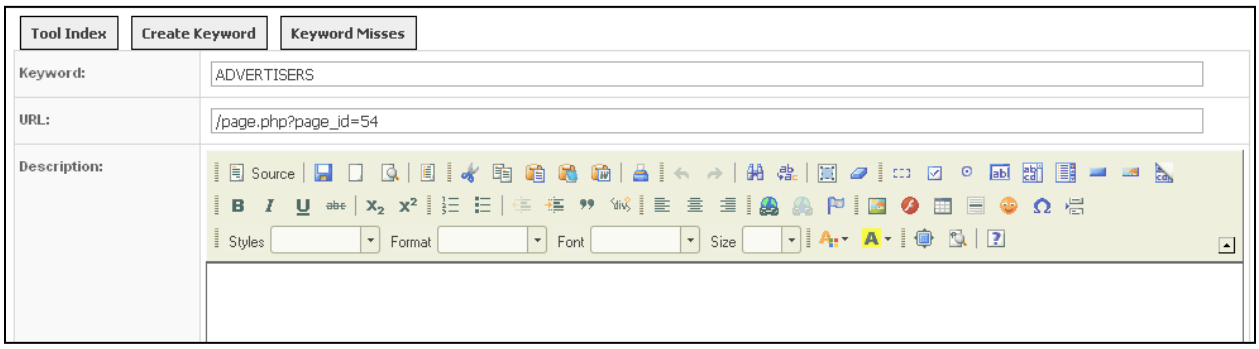


The main table will display the number of Clicks from each Keyword. Reset this number by clicking **(Clear).**

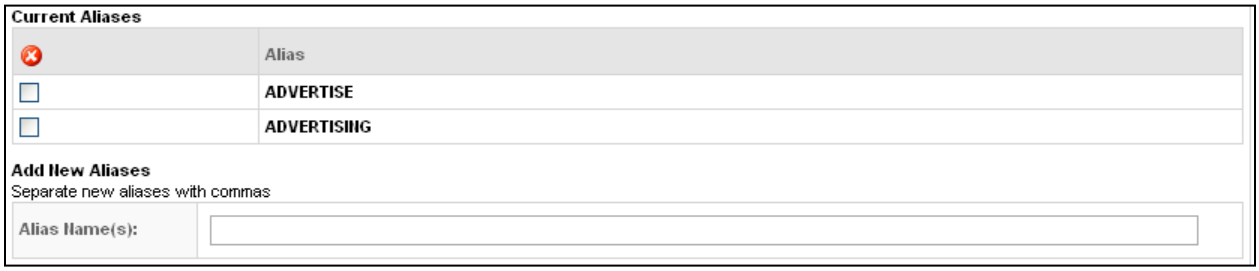


Keyword Tool continued

Click **Manage** to edit. Create your keyword and it's linking URL. The Linking URL may reside outside of your website. Add a Description to your keyword to ensure your audience targets an appropriate link. The Description can be entered in the WYSIWYG editor which will display on the page as it is seen in the box, or Click to the **Source** button to use HTML.



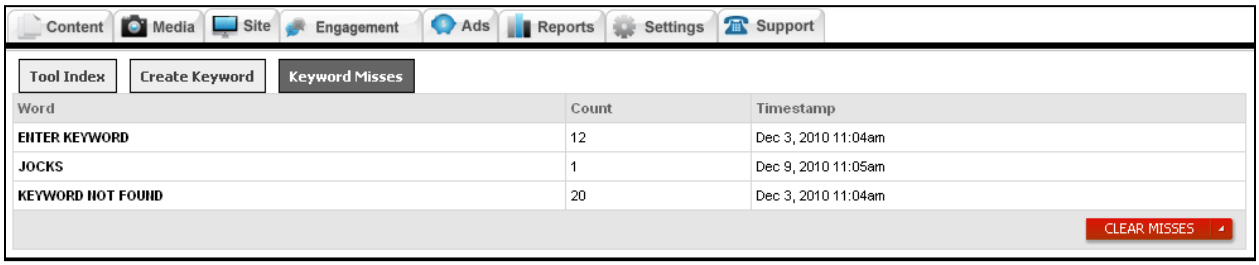
Enter Aliases that are related to the topic. This will help steer your audience toward the correct link. In the example our Keyword is **advertisers.** Aliases are **advertise** and **advertising**.



Make sure to **Update Keyword** once all fields are entered.

Keyword Misses

This allows you to track any keyword search that does not match the visitor to a place on the site. Words that appear to be common misses can be maybe as Aliases to the intended Keyword, or entered as their own.



Triton Loyalty

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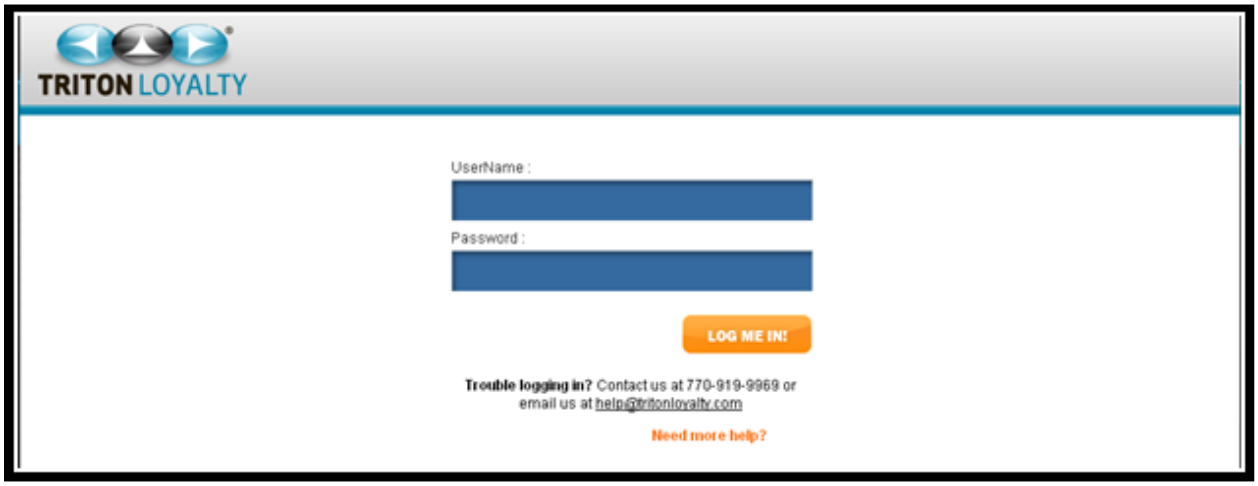
Click the Engagement tab, then click Triton Loyalty

This is the Triton Loyalty log in. Triton Loyalty promotes contests using points, and rewards users when they sign up and interact with the station's site. If you are unsure this service is included in your package, please contact your Digital Services Manager by emailing dsm@tritondigtial.com

Learn more about Triton Loyalty on our website: http://www.tritondigital.com


TRITON LOYALTY
UserName :
Password :
LOG ME IN!
Trouble logging in? Contact us at 770-919-9969 or email us at help@tritonloyalty.com
Need more help?

School Closings

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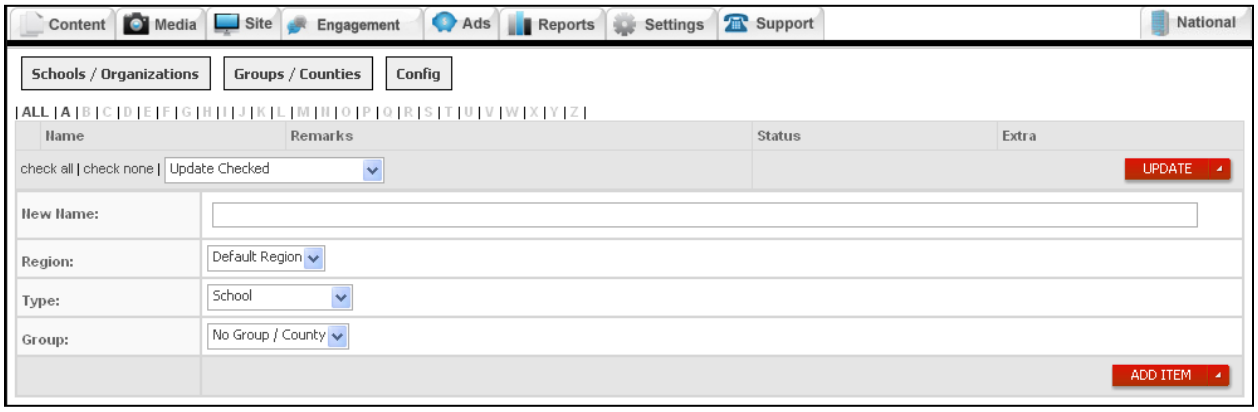
Use the **School Closings** tool to enter and display closing and delay information for the schools, businesses and other organization in your area. You can enable the third-party access to this tool so that information can be updated directly by the organization. Contact your Digital Services Manager to learn more: dsm@tritondigital.com

Where do I enter School Closing information?

Back to FAQ

Click Engagement, then click the School Closing tool

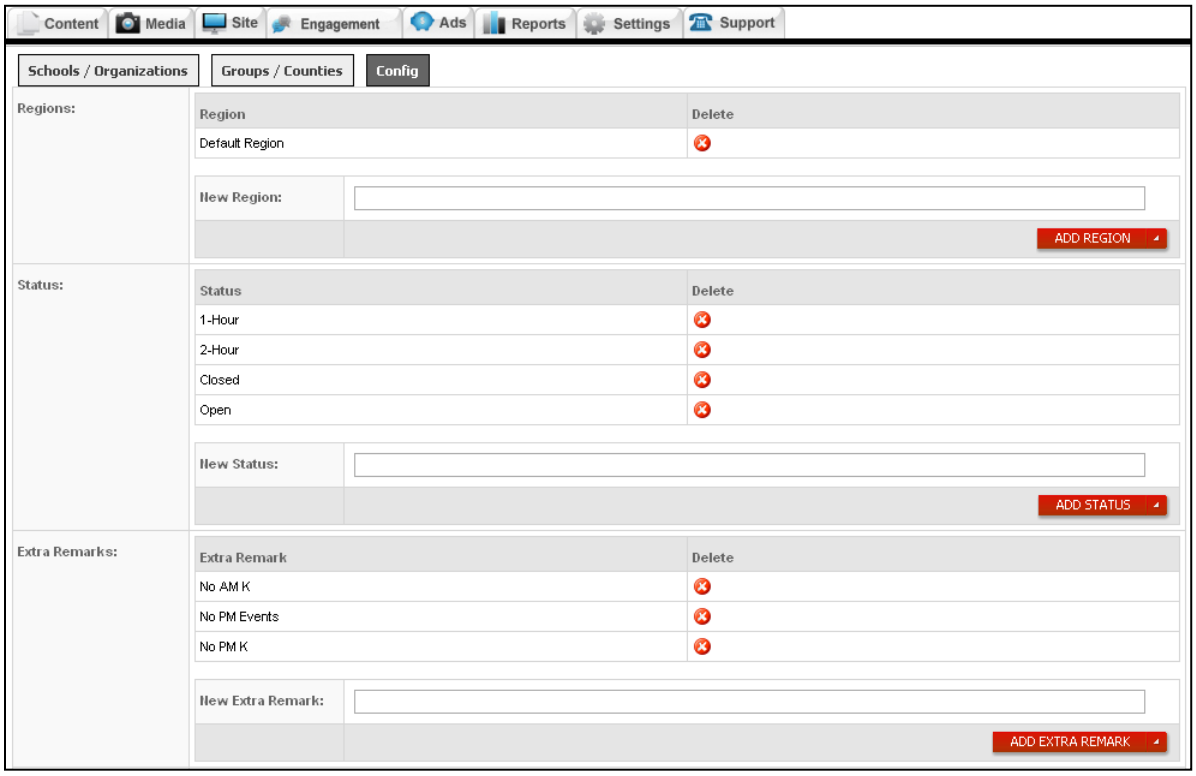


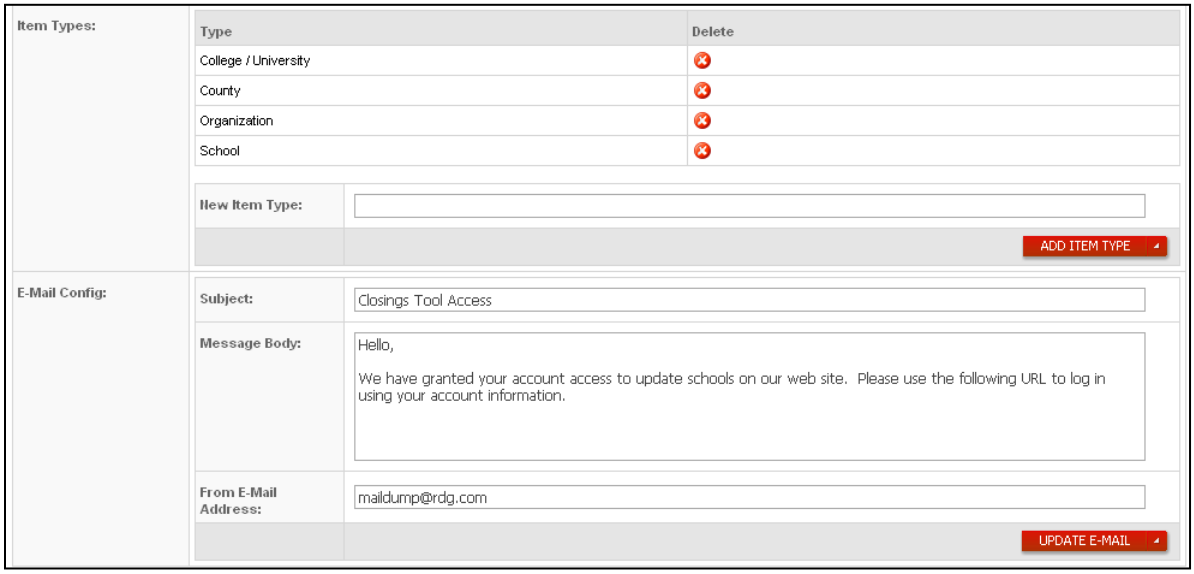
Schools/Organizations is the default opening of the Schools Closing Tool. This is information that is commonly updated, as you have new schools/organizations to enter. This is **not** where you should begin entering the information. In order to correctly incorporate Groups and Regions, Schools/Organizations should be populated last.

First enter your Region (Config), secondly enter your Groups/Counties, and lastly enter the Schools/Organizations.

School Closings continued

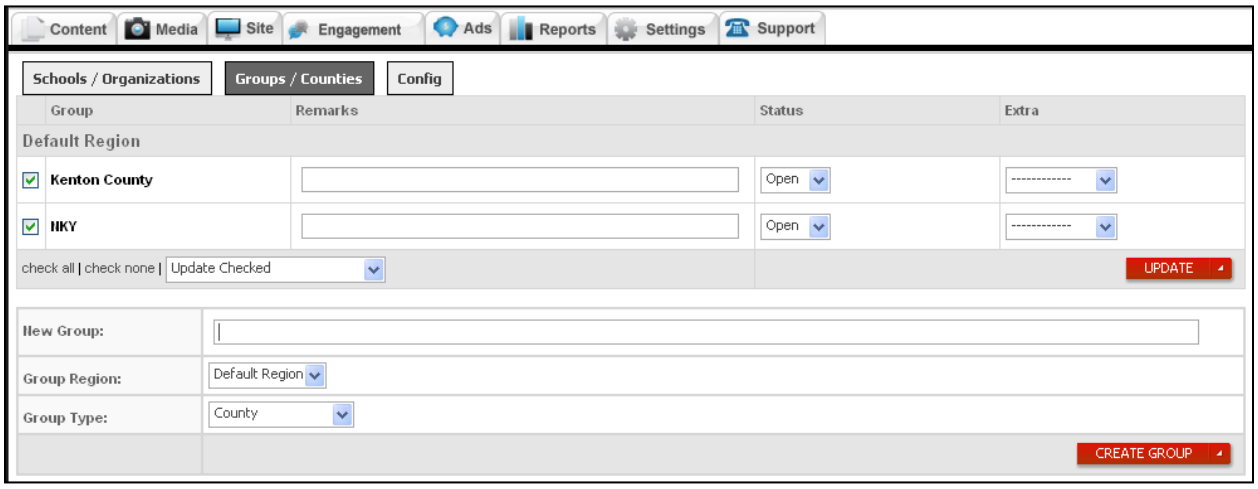
Click **Config** and enter all **Regions** in your listener area. Once the regions have been established, enter the **Groups/Counties.** **Config** also allows you to create unique fields.



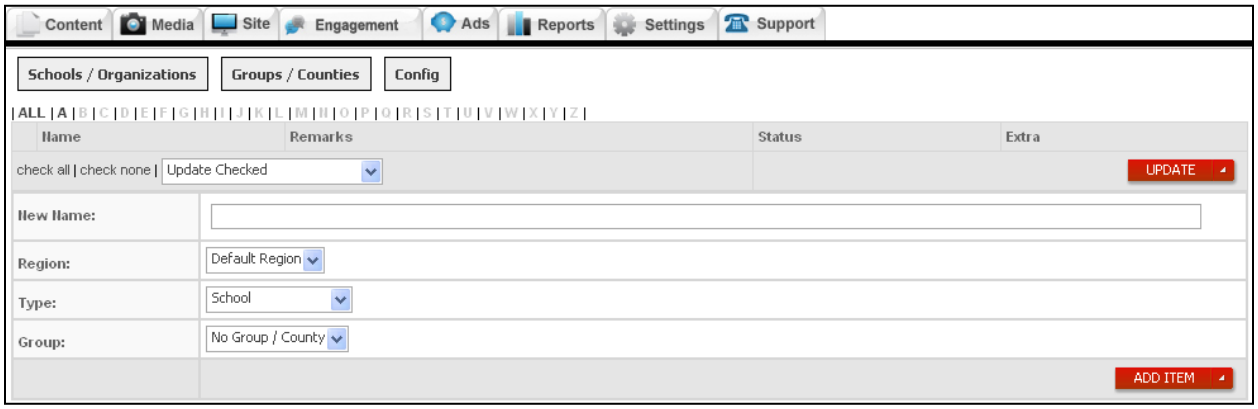


Establish **Groups/Counties** in the area prior to adding the individual **Schools/Organization** information. Once this information has been entered it will appear under the **Region** field in the **School/Organization** interface.

Click to **Groups/ Counties**



Once a New **Group** is entered it will be added to the **Default Region** Section below.



Enter your school information and select the **Region** and **Group** to update.

Registered Users

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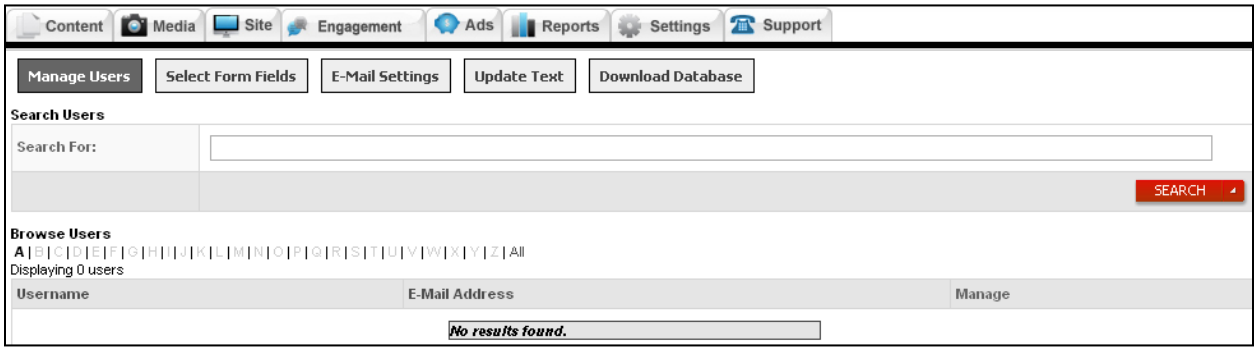
Manage a database of users who interact with your site. This also allows you to modify the registration form.

How do I manage users of the site (Registered Users)?

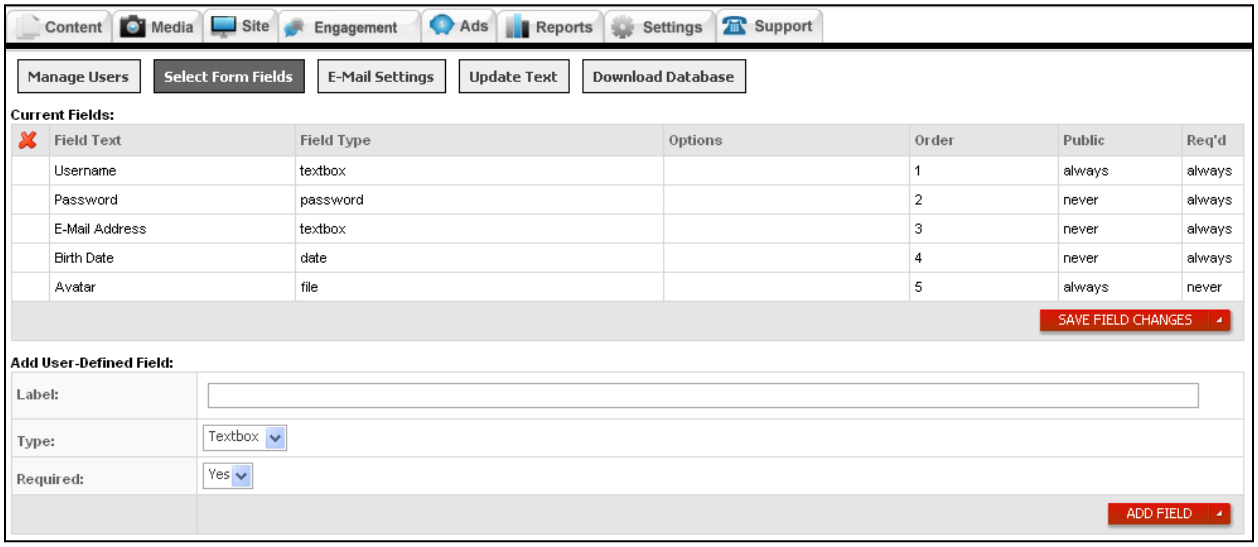
Back to FAQ

Click the Engagement tab, then click Registered Users

Manage Users allows you to easily search and view all the registered users on your site. This holds the information gathered through the registration process.



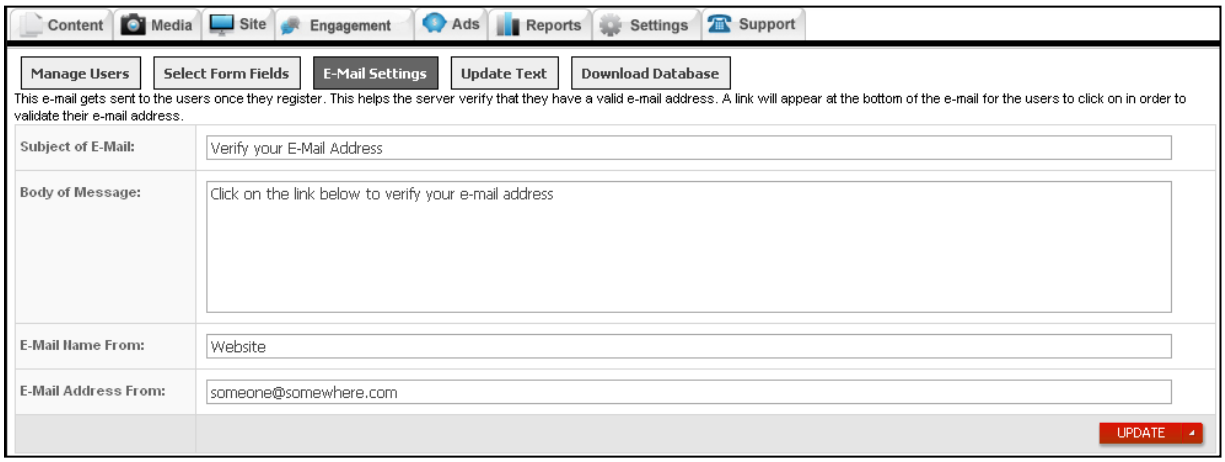
Select Form Fields allow you to edit the registration form. You are able to add additional fields.



Email Settings

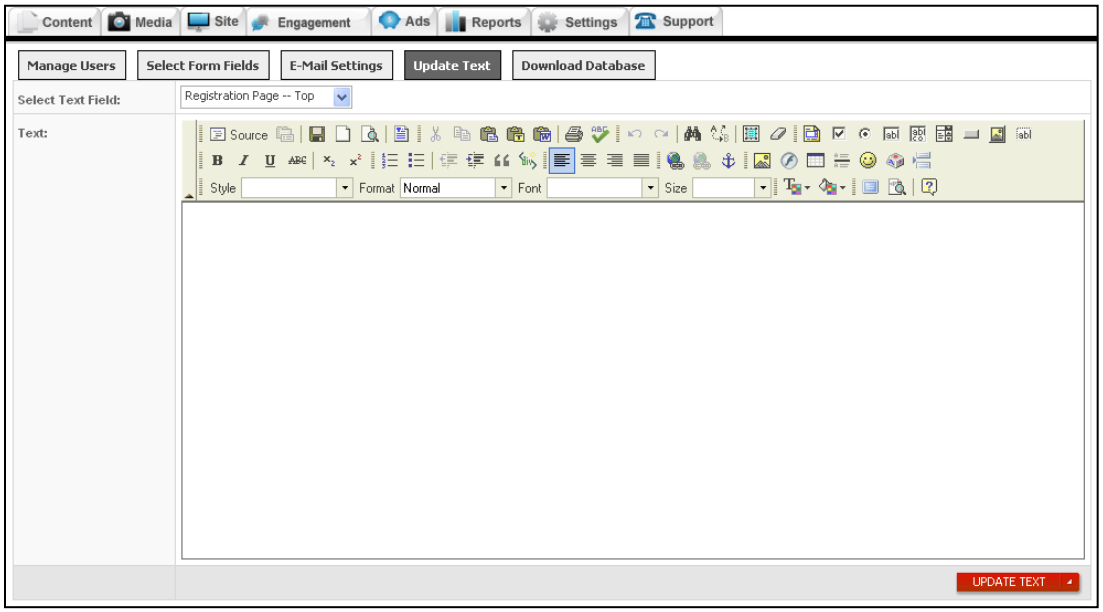
Email verification is a requirement to successfully register for the site. This will send an email to email address provided by the user. They will then need to click on a link to complete the registration process. The options here will allow you to personalize the verification email.

***The link will automatically be generated by FLEX**


Content
Media
Site
Engagement
Ads
Reports
Settings
Support
Manage Users
Select Form Fields
E-Mail Settings
Update Text
Download Database
This e-mail gets sent to the users once they register. This helps the server verify that they have a valid e-mail address. A link will appear at the bottom of the e-mail for the users to click on in order to validate their e-mail address.
Subject of E-Mail:
Verify your E-Mail Address
Body of Message:
Click on the link below to verify your e-mail address
E-Mail Name From:
Website
E-Mail Address From:
someone@somewhere.com
UPDATE

Update Text

This allows you to personalize the registration form.



Download Database

This tool allows you to download user data into an excel spreadsheet.

Load It & Love It

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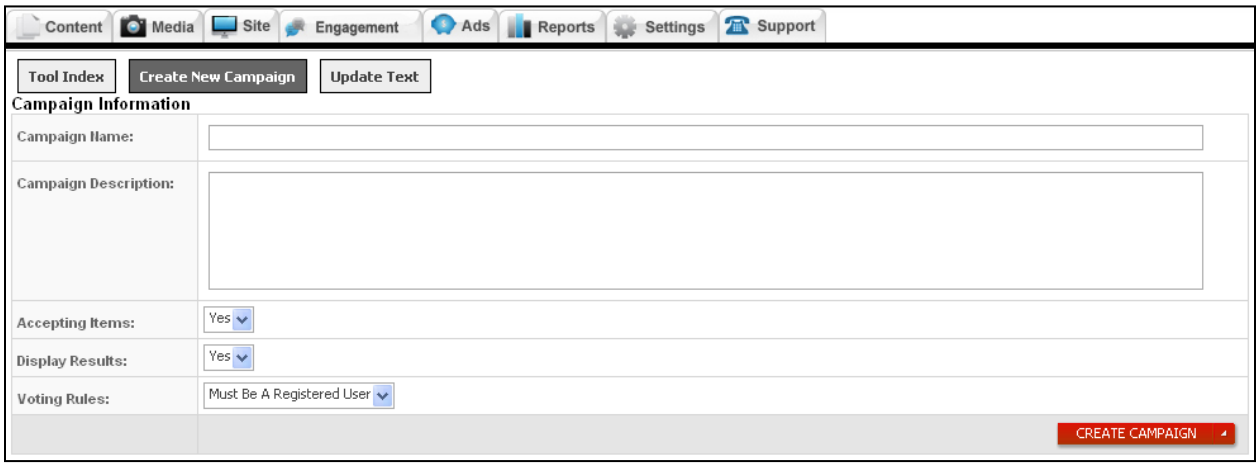
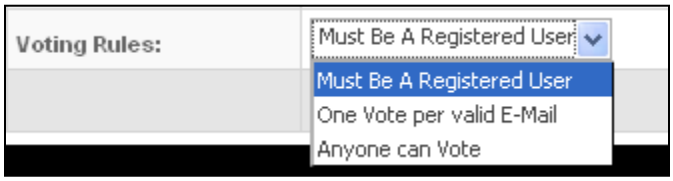
The Load It Love it tool is a simple photo contest tool. Users can submit photos or you can upload photos and the web visitors can vote on the images, such as "The Cutest Dog" contest.

Create New Campaign

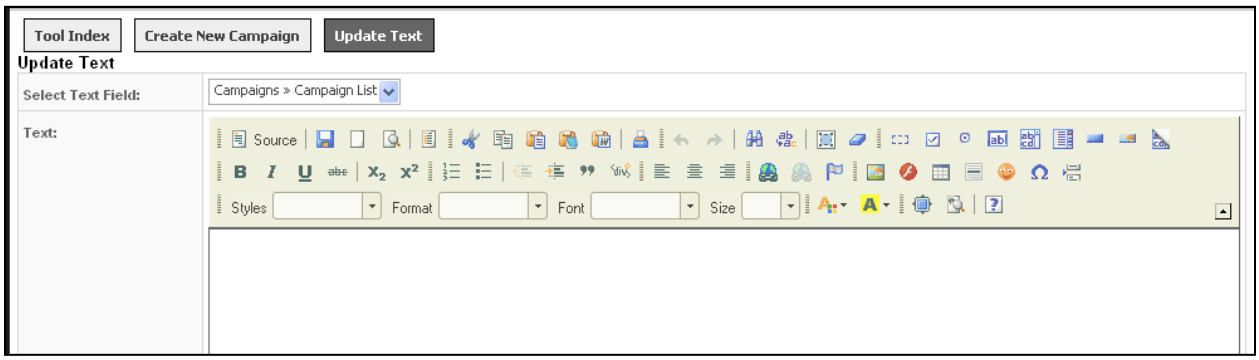


Set your Voting Rules for the contest



Update Text

The text entered here will appear above the form. This can be entered as WYSIWYG or HTML by Clicking to source.

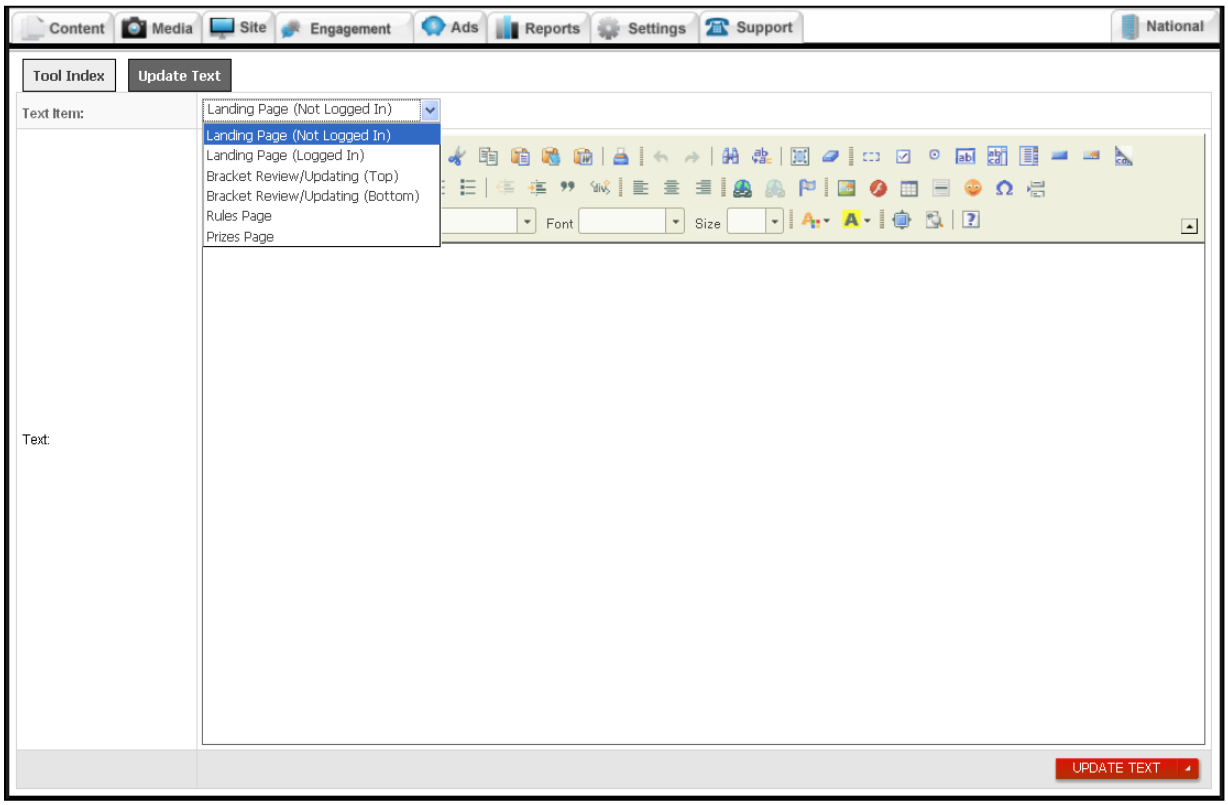


NCAA Bracket Tool

Back to Table of Contents

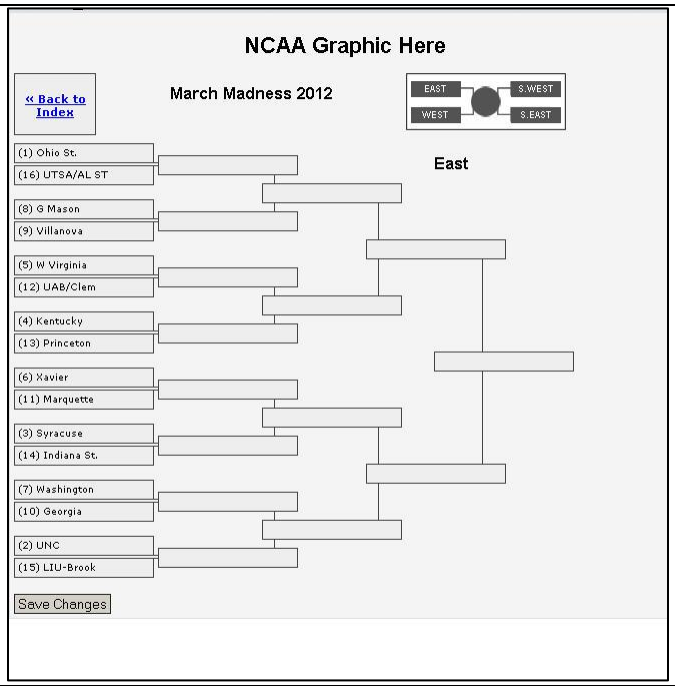
Listeners can compete when they fill out the bracket for the annual NCAA Men's Basketball Tournament. The **Leaderboard** will give you an up-to-date display of your participants' score totals.

Fans will visit your site and sign up to participate. You can edit each page of the contest by clicking **Update Text** and selecting the pages in the drop-down menu. The **Landing Page (Not Logged In)** will prompt listeners to register for the contest or log-in with the username and password they've already setup. The **Landing (Logged In)** page is the main contest page where you can add graphics, welcome text and links to the **Rules** and **Prizes** pages. You can add content above and below the bracket by editing **Bracket Review/Updating** top and bottom pages.



The NCAA Bracket tool is used to gather database information. Each participant will register to play and you can customize the sign-up form. Click **Select Form Fields** to choose the data you'd like to gather.

Every year we update the tool with the teams who make it to the NCAA playoffs. When listeners register they'll be asked to complete a bracket, see below. They'll be awarded for the wins they forecast. Click the **Config** button to set the number of points awarded in each round and the **Entries per User**.



Social Media

Back to the Table of Contents

How do I post to Social Media?

In your FLEX admin control panel, look under the **Engagement** tab. Here you will find the **Social Media** tool. Configure all of your social media accounts and you can post content directly from the following FLEX tools:

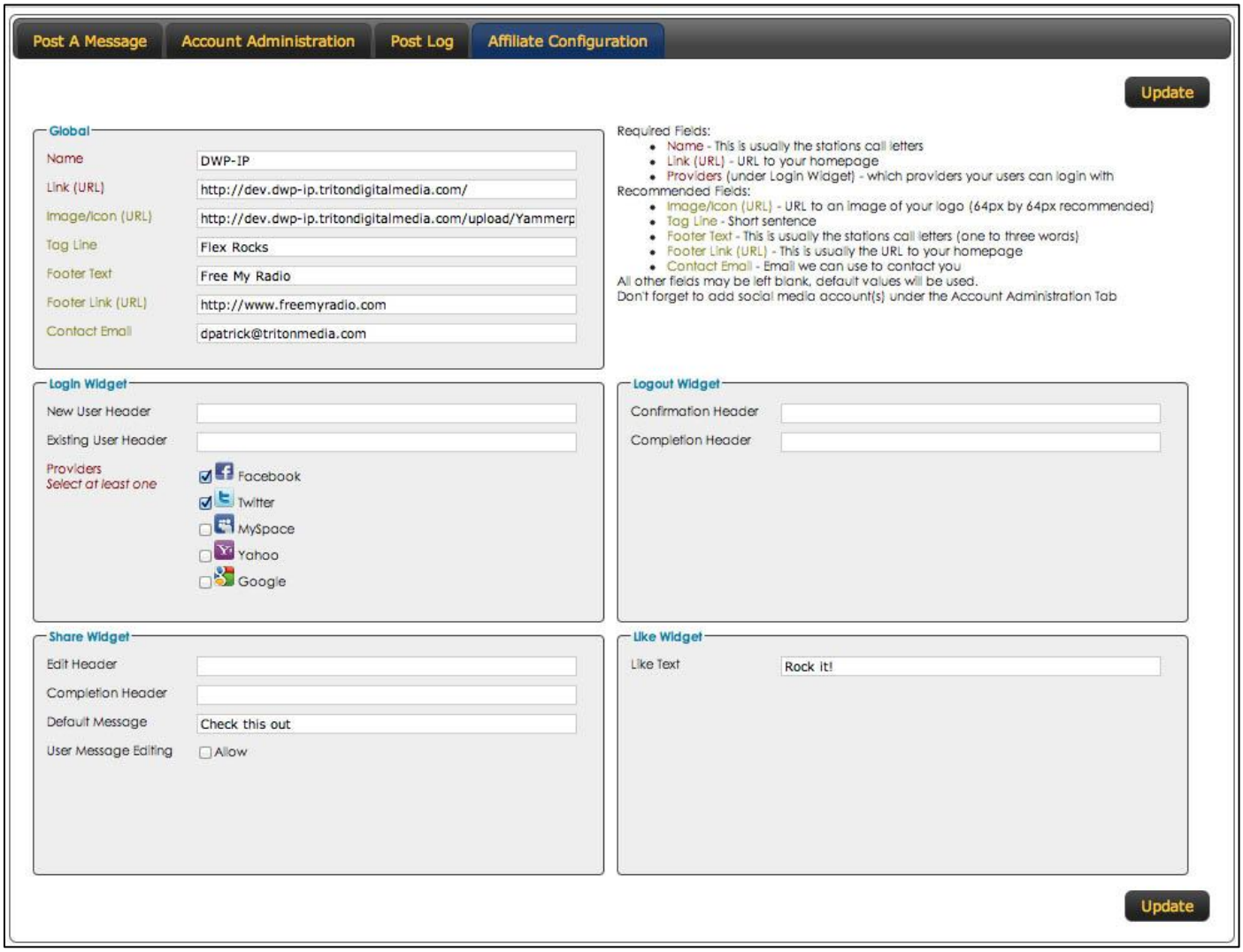
- Promo Reel
- Event Manager
- News Items Tool
- Photo Gallery
- Page Creator
- Load it and Love it
- Blog Tool

You can also post free-form messages by clicking the **Post a Message** tab. Visitors to your site will be able to share content with their social media accounts as well. You can enable social sharing of your interior page content by clicking the Social tab in the Page Creator.

Click the **Affiliate Configuration** tab to begin. Here you'll determine what social account to enable for your station.

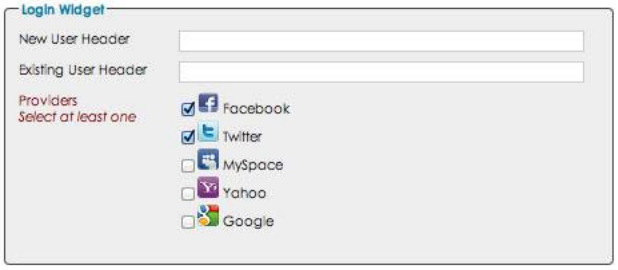
Social Media continued

Here is the Affiliate Configuration screen. The **Name** and **Link(URL)** fields will be populated with your site's information. Complete the remaining **Global** fields using the guide. Click **Update** to finalize any changes.



The **Widgets** pertain to the pop-up windows that visitors will see when they share your content with their social media account. Complete all the fields to customize the social media experience on your site. Find more information on the following page.

Login Widget



The **Login Widget** enables the account types that will appear in your **Account Administration** list. You must select the providers in this list in order for a social account to be available to a site. The **New User Header** and **Existing User Header** fields are optional.

Logout Widget

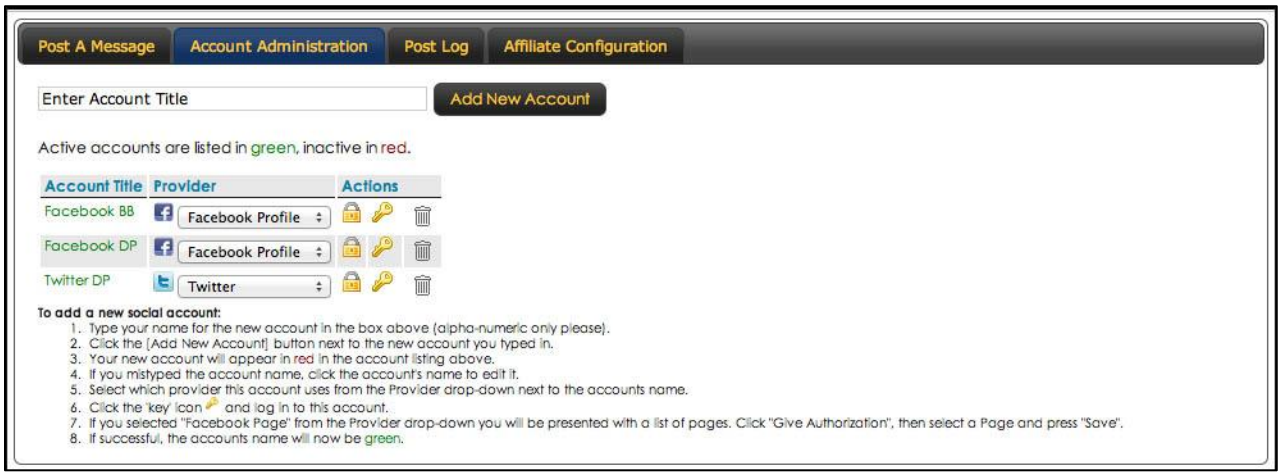
The **Logout Widget** screen will only appear if a visitor elects to log out. The **Confirmation Header** and **Completion Header** fields are optional. The confirmation header is text at the top of the log out page window. The completion header is text at top of the post logout window.

Share Widget

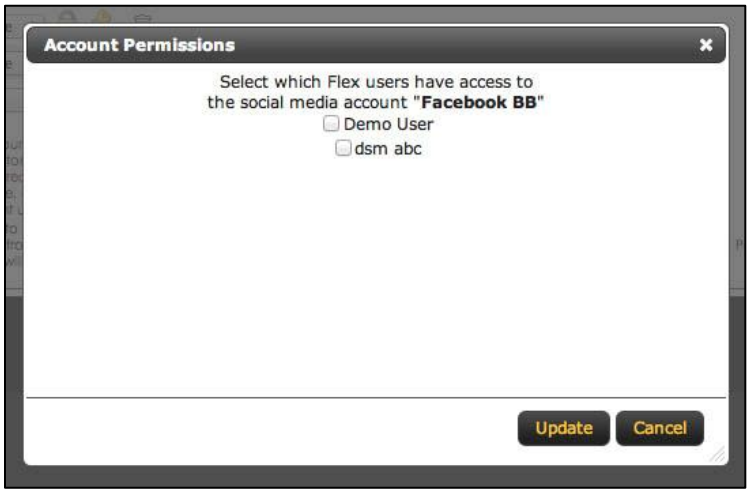
The **Edit Header** text will appear at the top of the share pop-up window. The **Completion Header** will confirm that the user was able to share the content in your with their social media account. The **Default Message** will appear in the message field. Visitors can add additional text to their message if you enable **User Message Editing**.

Account Administration

The Account Administration tab allows for the creation of individual social accounts for a station. These can be multiple accounts based on need (.i.e. Morning Show Facebook and Twitter, Station Facebook and Twitter, Breaking News Twitter, etc.) A station Social Media admin can configure this screen and add new accounts. Each account must be verified via user authentication to the social media account.


Post A Message
Account Administration
Post Log
Affiliate Configuration
Enter Account Title
Add New Account
Active accounts are listed in green, inactive in red.
Account Title
Provider
Actions
Facebook BB
Facebook Profile
Facebook DP
Facebook Profile
Twitter DP
Twitter
To add a new social account:
1. Type your name for the new account in the box above (alpha-numeric only please).
2. Click the [Add New Account] button next to the new account you typed in.
3. Your new account will appear in red in the account listing above.
4. If you mistyped the account name, click the account's name to edit it.
5. Select which provider this account uses from the Provider drop-down next to the accounts name.
6. Click the 'key' icon and log in to this account.
7. If you selected "Facebook Page" from the Provider drop-down you will be presented with a list of pages. Click "Give Authorization", then select a Page and press "Save".
8. If successful, the accounts name will now be green.

These accounts are also individual user restricted if necessary. This is to prevent station personnel from posting to accounts they should not have access to. To configure this, click on the "lock" icon to set user permissions.



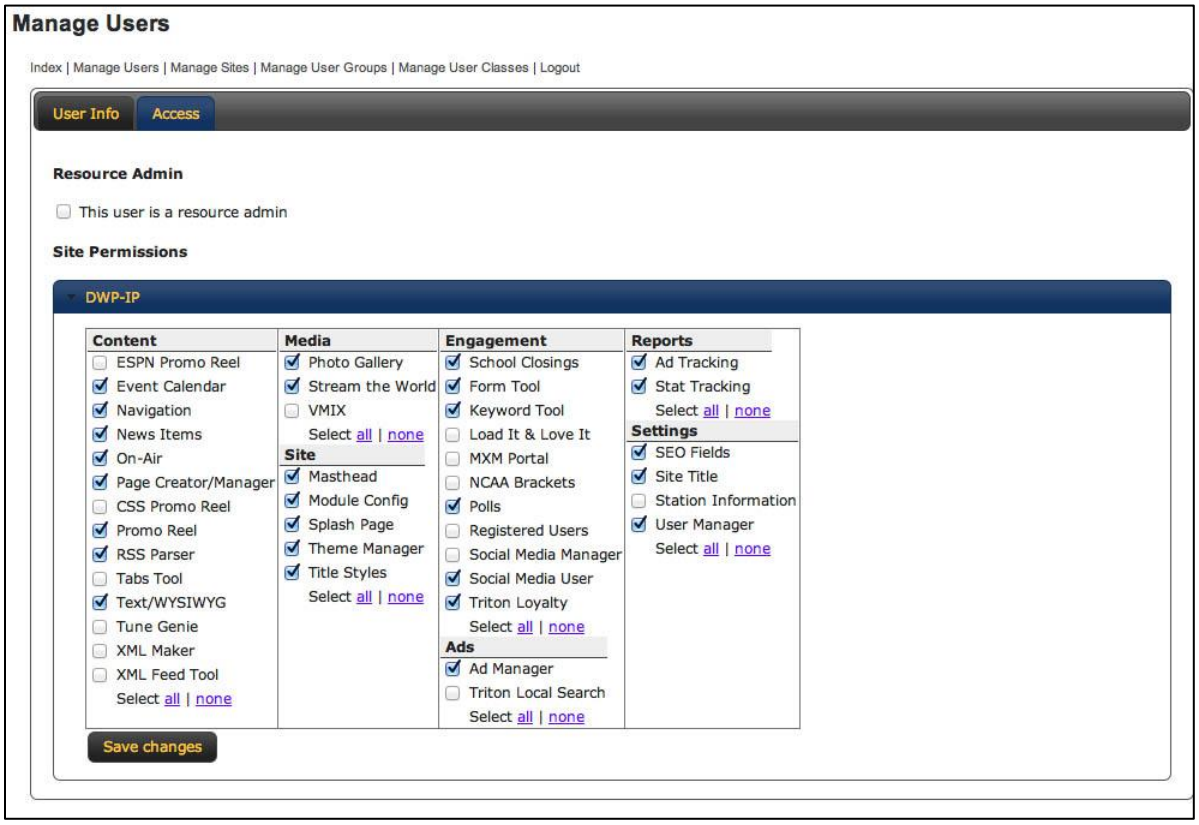
To allow a FLEX user access, select the checkbox next to the available user. A user will only appear here if they have been given access through the FLEX User Manager.

Should you need to further authenticate a user account, choose the "key" icon.

Permissions

The Social Media tab will not display to station staff unless they are given access in the User Manager. There are two options for this.

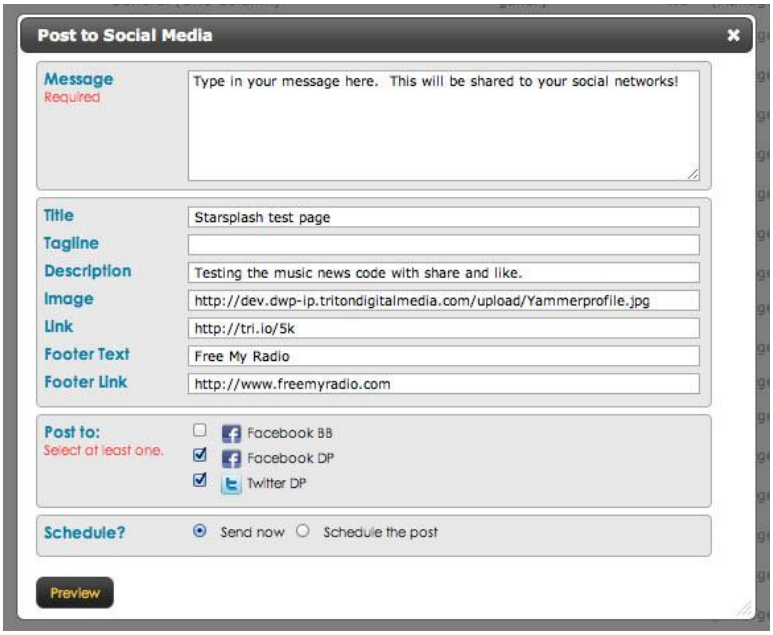
- **Social Media Manager**: A Social Media Manager has the ability to configure accounts.
- **Social Media User**: This permission level enables a user to access the Social Media tools to publish content through the FLEX tools. They will only have access to publish to accounts they are assigned through the Social Account Administration tab.



For station accounts, each user must be enabled for one of these permissions levels in order to access the Social Media tools. Note: A **Group Admin** will always have access to these tools.

Posting to Social Media

When a Social Media User clicks on the share icon in a FLEX tool that can post to social media, they will see the following popup window to begin the process.



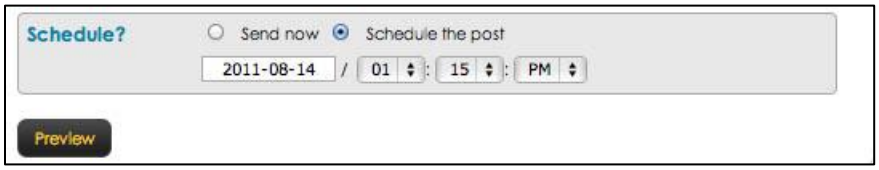
Many of these fields will be pre-populated with the data from the Social Manager configuration screen. These fields can be updated if necessary. It is required that the **Message** field be populated with text that describes the posting.

Post to:

This field will list all available social accounts that a user has permission to publish to.

Schedule:

The final position allows post to be sent immediately or scheduled for a future date/time. If the user selects "Schedule the post", the bottom of the window will update to look like this.

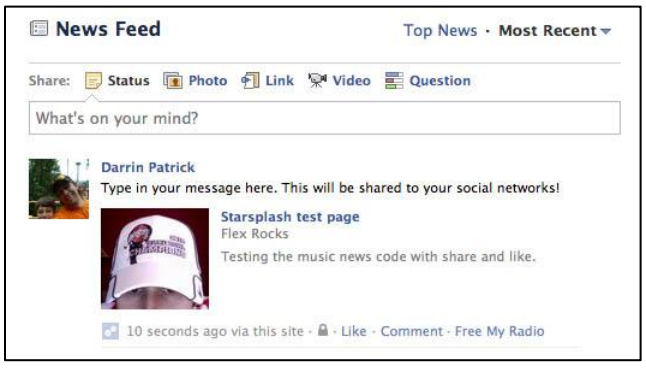


Once all the fields are populated, you must click **Preview** to review the post before final publishing. This preview function will allow for further edits as well as display how the post will look in each Social network.

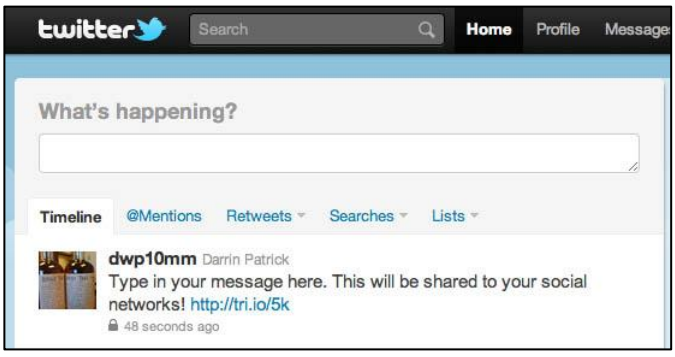
Post to Social Media
Facebook DP
348 characters remaining
hide
Send to this account.
edit
Type in your message here. This will be shared to your social networks!
preview
Darrin Patrick
Type in your message here. This will be shared to your social networks!
Starsplash test page
Testing the music news code with share and like.
about a minute ago via The Radio Station • Like • Comment • Free My Radio
Twitter DP
51 characters remaining
hide
Send to this account.
edit
Type in your message here. This will be shared to your social networks!
preview
Darrin Patrick
Type in your message here. This will be shared to your social networks!
http://tri.io/5k
42 minutes ago via Triton Social
Post
Back

Once the **Post** button is clicked, the stories will appear on the appropriate Social page.

Facebook Example

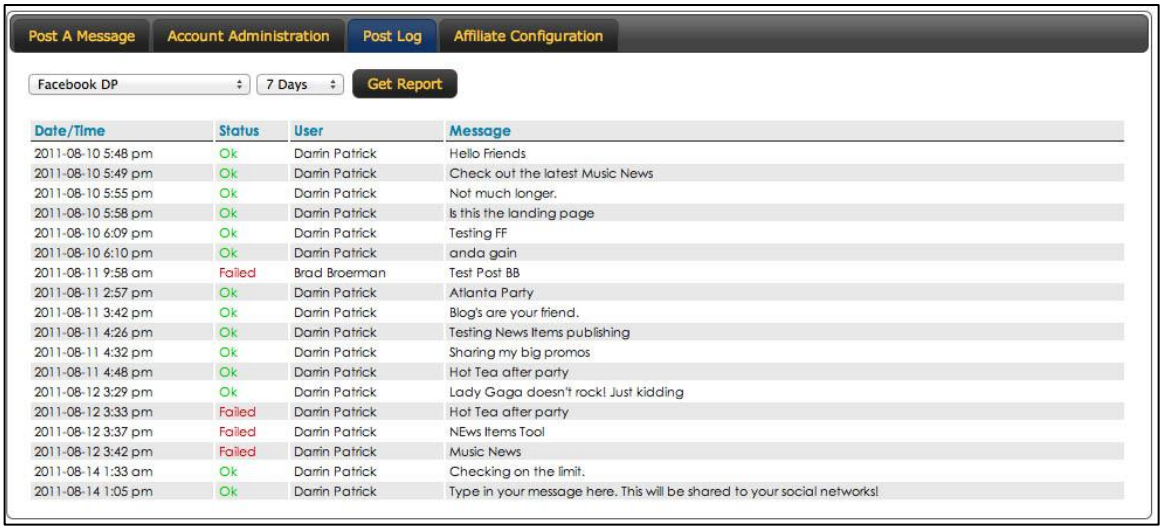

News Feed
Top News · Most Recent
Share: Status Photo Link Video Question
What's on your mind?
Darrin Patrick
Type in your message here. This will be shared to your social networks!
Starsplash test page
Flex Rocks
Testing the music news code with share and like.
10 seconds ago via this site · Like · Comment · Free My Radio

Twitter Example



Post Log

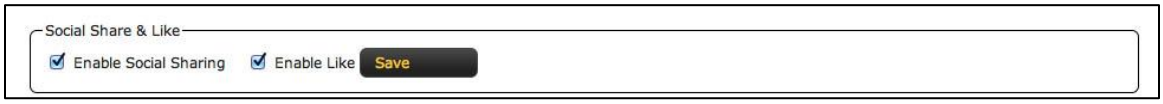
The Social Manager tool maintains a log of all activity to each account. You can select and view these posting via the Log tab and by selecting the appropriate account in the drop down menu.



Date/Time	Status	User	Message
2011-08-10 5:48 pm	Ok	Darrin Patrick	Hello Friends
2011-08-10 5:49 pm	Ok	Darrin Patrick	Check out the latest Music News
2011-08-10 5:55 pm	Ok	Darrin Patrick	Not much longer.
2011-08-10 5:58 pm	Ok	Darrin Patrick	Is this the landing page
2011-08-10 6:09 pm	Ok	Darrin Patrick	Testing FF
2011-08-10 6:10 pm	Ok	Darrin Patrick	anda gain
2011-08-11 9:58 am	Failed	Brad Broerman	Test Post BB
2011-08-11 2:57 pm	Ok	Darrin Patrick	Atlanta Party
2011-08-11 3:42 pm	Ok	Darrin Patrick	Blog's are your friend.
2011-08-11 4:26 pm	Ok	Darrin Patrick	Testing News Items publishing
2011-08-11 4:32 pm	Ok	Darrin Patrick	Sharing my big promos
2011-08-11 4:48 pm	Ok	Darrin Patrick	Hot Tea after party
2011-08-12 3:29 pm	Ok	Darrin Patrick	Lady Gaga doesn't rock! Just kidding
2011-08-12 3:33 pm	Failed	Darrin Patrick	Hot Tea after party
2011-08-12 3:37 pm	Failed	Darrin Patrick	NEws Items Tool
2011-08-12 3:42 pm	Failed	Darrin Patrick	Music News
2011-08-14 1:33 am	Ok	Darrin Patrick	Checking on the limit.
2011-08-14 1:05 pm	Ok	Darrin Patrick	Type in your message here. This will be shared to your social networks!

Like and Share Configuration

Up until now, we have discussed the FLEX admin functionality for the station. This enhancement also includes adding Facebook Like and Facebook, Twitter and Myspace sharing links on the front end display. This must first be enabled via the individual tool admin screens.



Once enabled, the icons will appear to the website visitors. **Page Creator Example**

Christina Aguilera And Justin Bieber Invited To Michael Jackson Tribute Show
Michael Jackson's mother Katherine is organizing a tribute concert for her late son and has extended invites to Justin Bieber, Cee-Lo Green and Christina Aguilera to perform. "The organizers of the Michael Forever Tribute Concert are very mindful of the expectations of the fans, who have waited over two years for an event that will do justice to Michael's musical legacy," reads a statement from Global Live Events, the event's organizers.
More »
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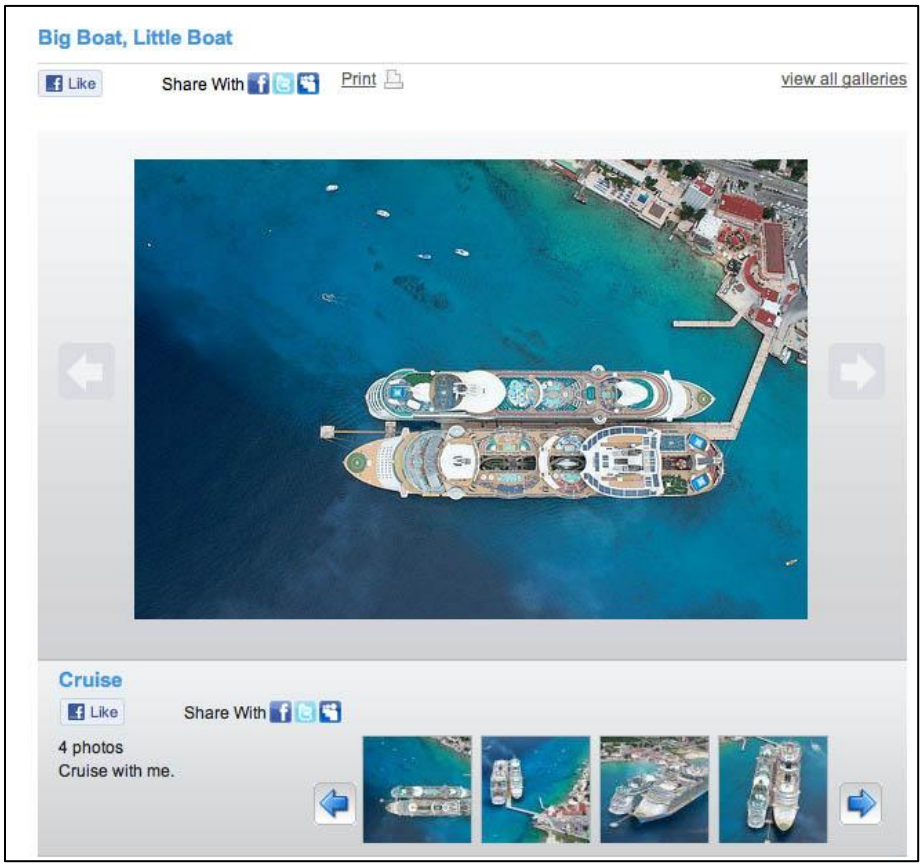
Like
Share With

Photo Gallery Example

(Note: Top share buttons share the individual image. Buttons at the bottom of the page share the entire gallery link)



First time login screen (Facebook Example)

The website visitor will need to authenticate with the respective social media account provider the first time they interact with your site. After that, a cookie will be placed on their computer to remember who they are.

Facebook Commenting

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Configuration

Each site must register to get a **Facebook Application ID**. This will also be the account that allows a station to moderate comments on the site.

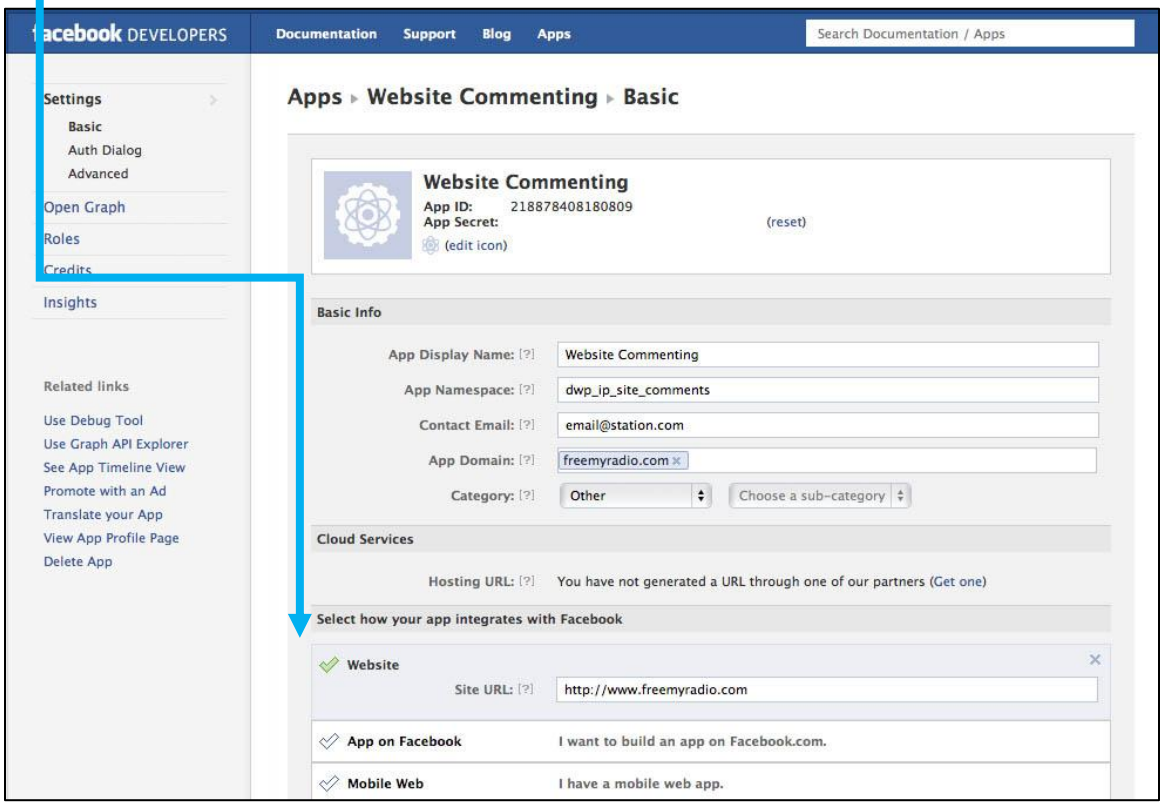
Visit the following Facebook URL http://developers.facebook.com/setup/ to get a Facebook Application ID.

You will be asked to log into your Facebook account. You should log in using your station's Facebook page if possible. Once logged in, you will be asked to **Create an App**. You can do this directly through the App screen. Enter your **Site Name**, **Site URL** and **Locale**

Or you can select the **Apps** menu option and click **Create App**.

You will need to complete all fields.

- **App Display Name**: enter an ID that relates to the station functionality of this app, like Website Commenting
- **App Namespace**: you can only use lowercase letters, numbers and underscores. This needs to be unique to each station so we recommend using your call letters and a brief description of the service.
    - Example: wxyz-fm_site_comments
- **Contact Email**
- **App Domain**: **do not include** http://www.
- **Select how your app integrates with Facebook**: In this section, select **Website** and enter your primary website domain name (including the http://www.)
-



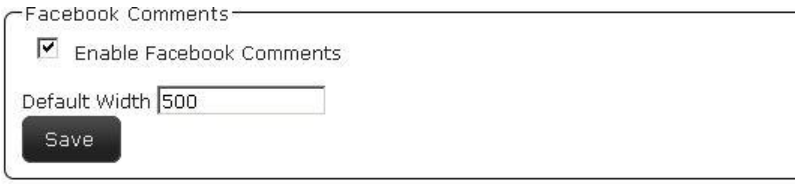
Once you have saved all changes, you will need to copy the **App ID** field and email this number string to your Digital Services Manager dsm@tritondigitalmedia.com.

This ID number must be configured by Triton Digital within your FLEX website admin. Please email the App ID to dsm@tritondigital.com.

Enable Facebook Commenting

Once Triton Digital configures these settings, you can enable Facebook Commenting on the following tools on your website.

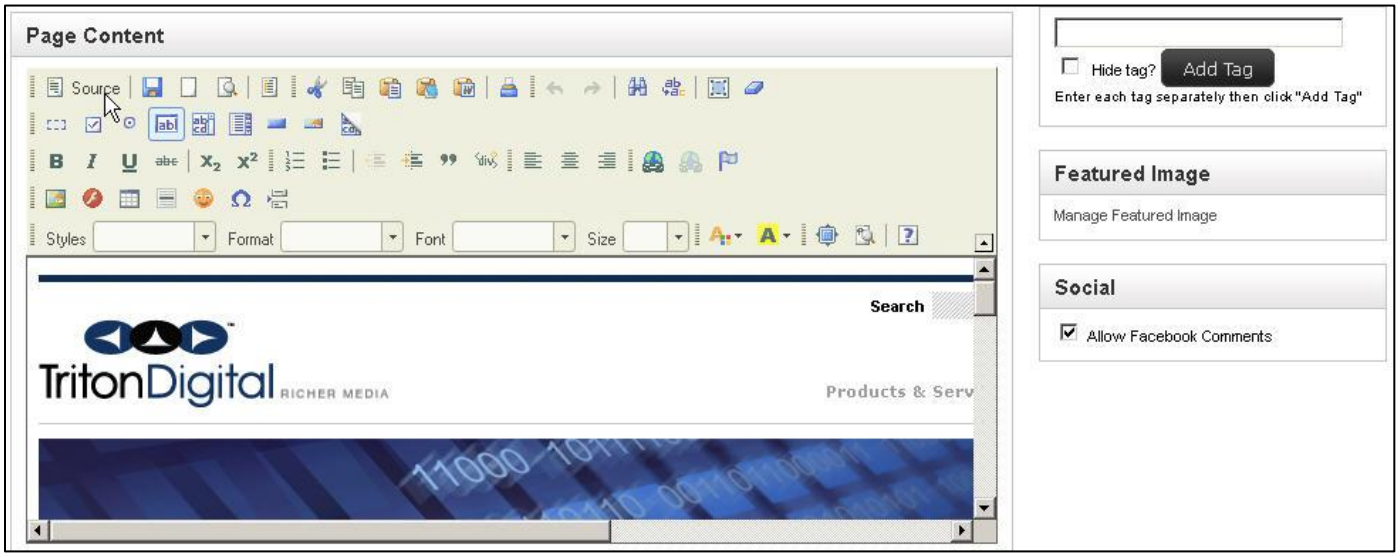
- Page Creator
- Photo Gallery
- Blogs Tool
- News Items Tool



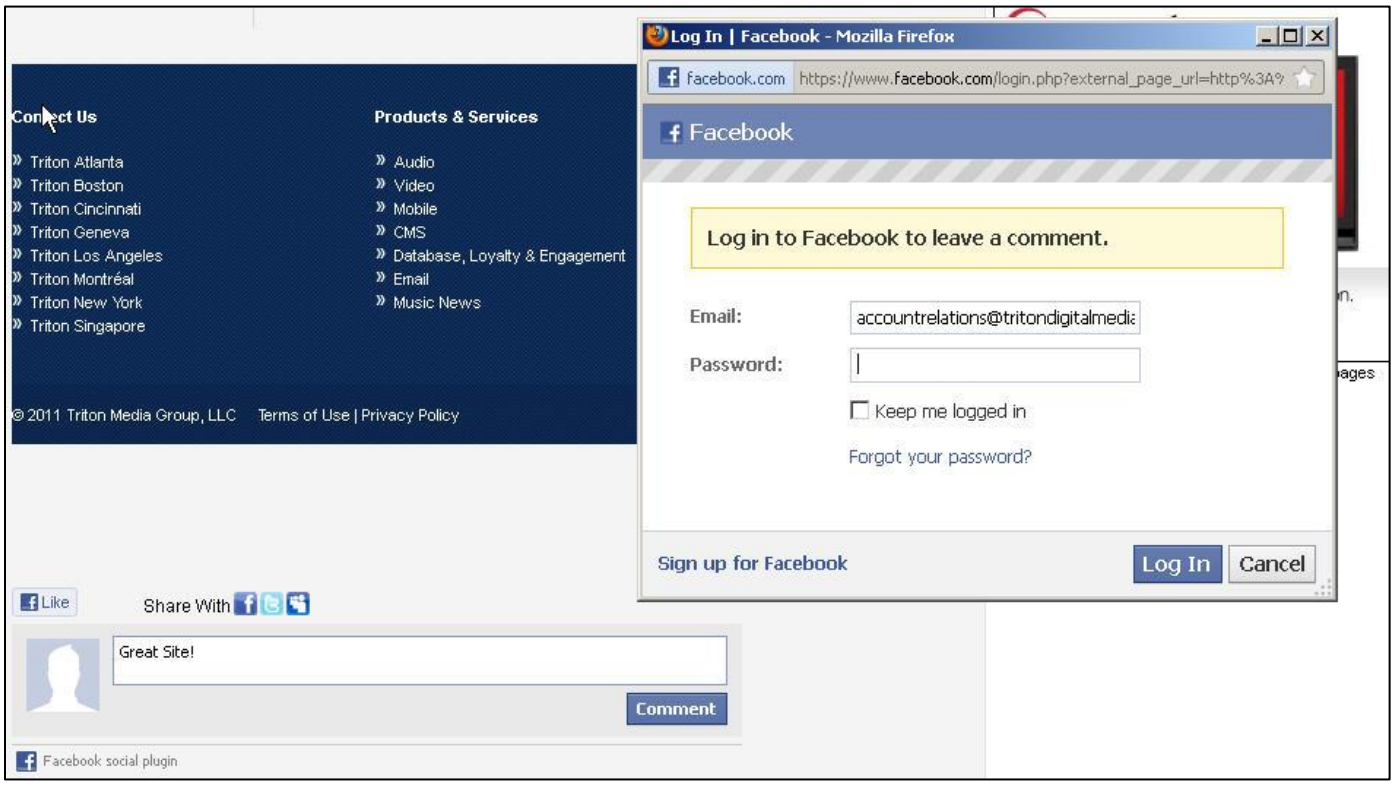
Check **Enable Facebook Comments** in the main menu to allow Facebook Commenting for these tools. You can then turn it on or off for the individual content items — each blog post, photo album and news item. The **Default Width** is the pixel-width that the commenting box will take up on your site. The content area of a FLEX site is 990 pixels wide.

Click the **Social** tab in the Page Creator to enable this feature on your interior pages.

Next click **Allow Facebook Comments** in the editor screen of the page you're working on.



The Facebook Commenting feature will appear below your page content. When a visitor enters a comment they will be prompted to sign into their Facebook account. Then their comment will be posted on your site and their Facebook wall.

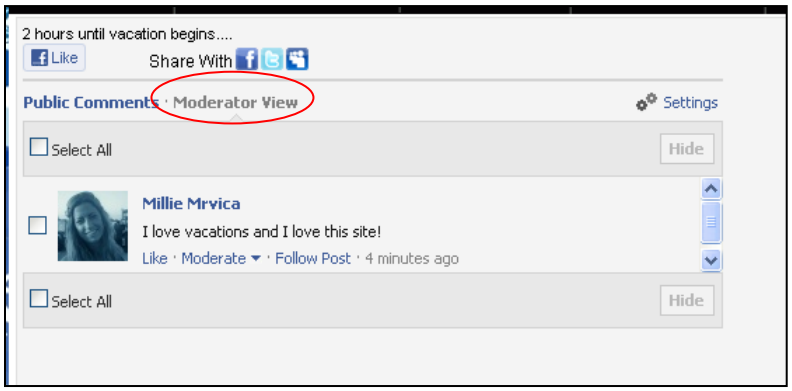


Here is our comment — they will stack on top of each other as more are posted.

Comment Moderation

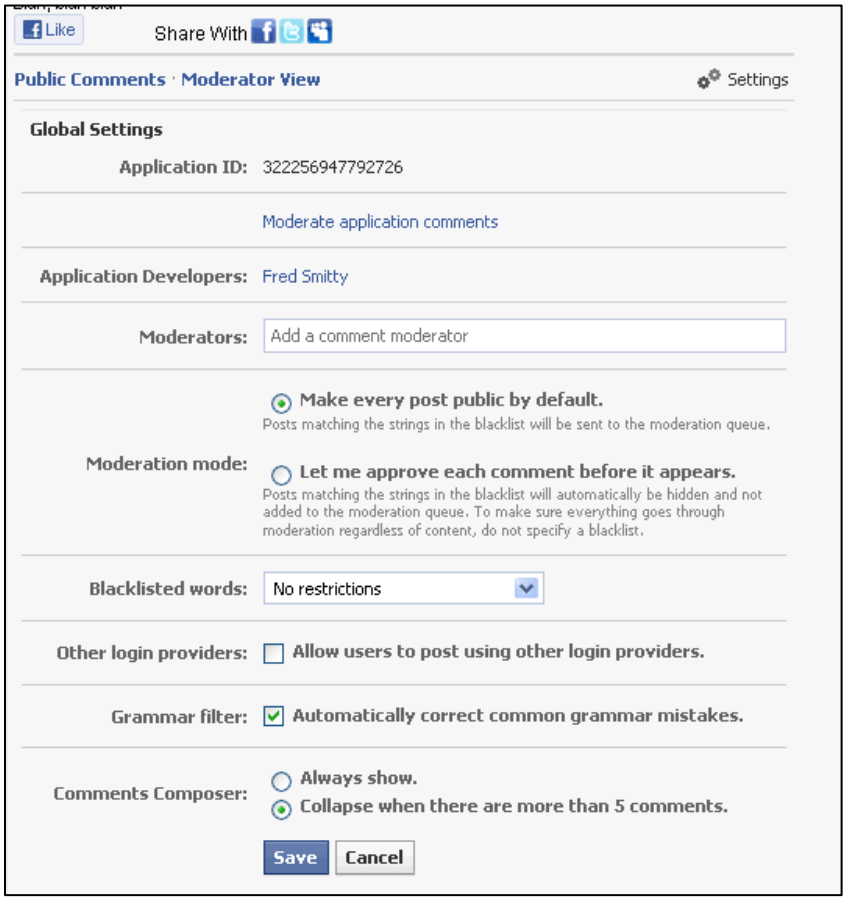
Sign into your station's Facebook account and you will have the ability to moderate the comments that visitors post on your site. You can access the comment moderation page by clicking the **Comments** tab and then click **Go To Facebook Comment Moderation Page**.

You can click on **Moderator View** to quickly **Hide Comments**. You can select comments individually or select all.



Click on **Settings** icon

to customize comment moderation. You can enter a list of **Blacklisted words**, enable the **Grammar filter** and other display options.


Like
Share With
Public Comments · Moderator View
Settings
Global Settings
Application ID: 322256947792726
Moderate application comments
Application Developers: Fred Smitty
Moderators: Add a comment moderator
Moderation mode:
Make every post public by default.
Posts matching the strings in the blacklist will be sent to the moderation queue.
Let me approve each comment before it appears.
Posts matching the strings in the blacklist will automatically be hidden and not added to the moderation queue. To make sure everything goes through moderation regardless of content, do not specify a blacklist.
Blacklisted words: No restrictions
Other login providers: Allow users to post using other login providers.
Grammar filter: Automatically correct common grammar mistakes.
Comments Composer:
Always show.
Collapse when there are more than 5 comments.
Save
Cancel

Ads

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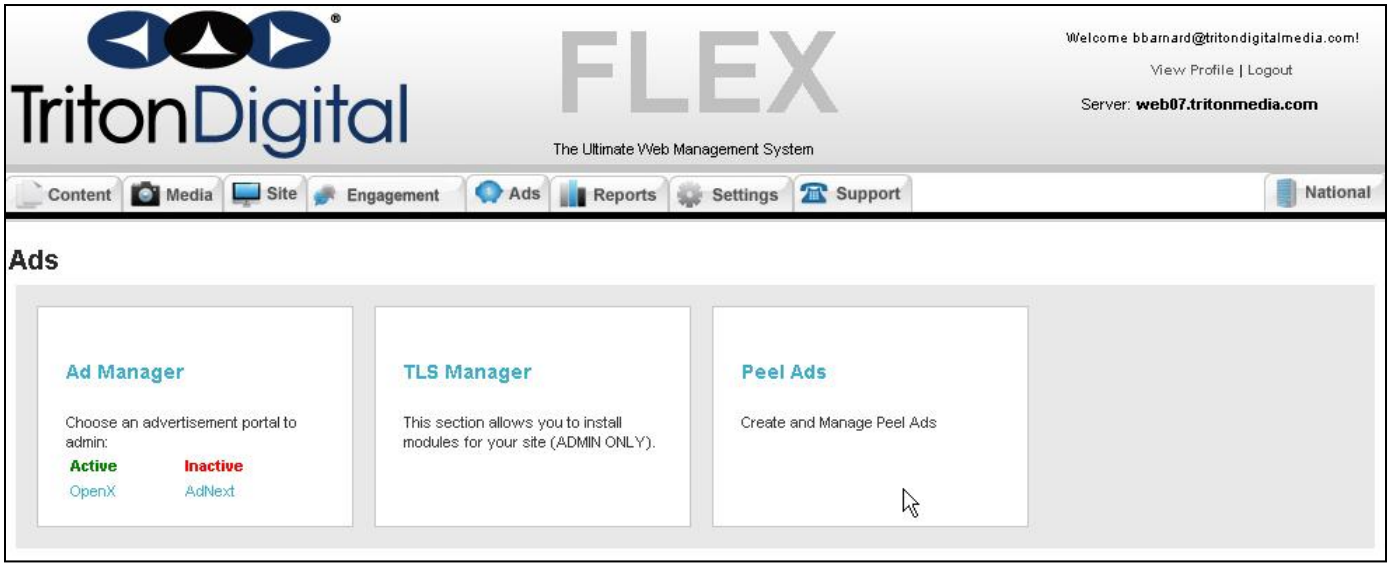
Ads are a vital part of any website. FLEX sites come equipped with one of two **Ad Managers**, **Adnext** or **OpenX**, which will be configured while the site is in development. You'll be able upload, schedule and place ads on your site as soon as it is delivered.

Ad Manager training is offered every week. Contact your Digital Services Manager for more information: dsm@tritondigital.com



Please Note: TLS Manager is for Triton Admin exclusively. No instructions will be provided.

Peel Ads

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Select the **Peel Ads** tool to get started. All current and expired ads will be listed in the index. You can manage or delete existing ads by clicking the appropriate icon in the **Actions** column. Your ad's **View** and **Click** metrics are listed. Click **Add** to setup a new one.

You can display a peel ad in the top corners of your site. You'll use the Advanced Theme Manager to place the peel ad tool in a content module on your site. Click the link for more information.

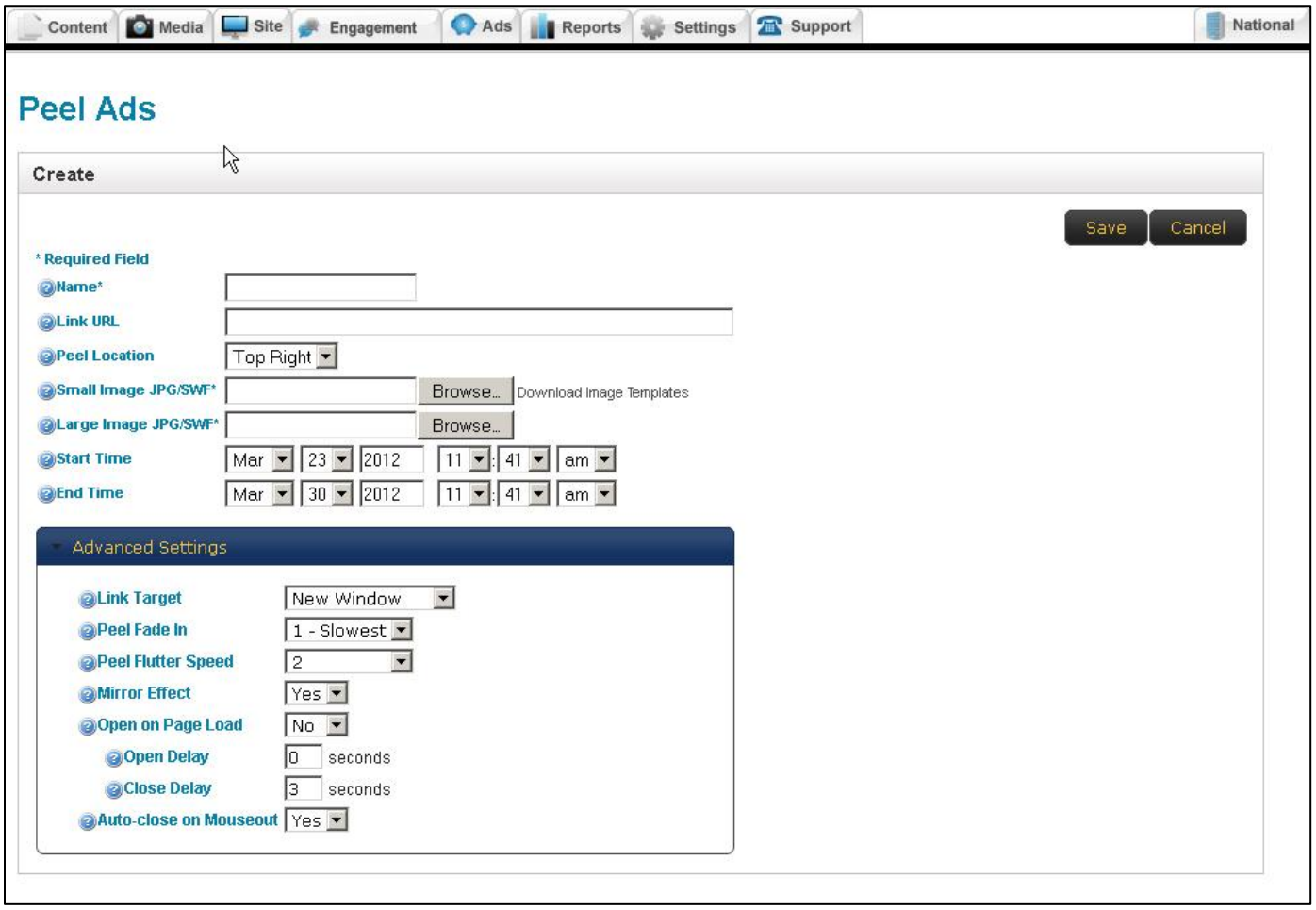
Recommended placement is in the **Footer** if you want the ad to display on every page or **Below the Fold** to display just on your homepage. When more than 1 peel ads are live they will be selected at random for display when a page loads.

Complete the required fields in the setup screen. You can get a description of any field by clicking on the field header or the help icon.

The **Small Image** displays when the peel ad is closed. The small image needs to be 100 pixels by 100 pixels but you can upload any size image within the file size restriction of the server. If you upload an image that is not 100x100 it will automatically be resized. You can also upload a SWF file but it cannot be resized so it needs to be 100x100 to display properly.

The **Large Image** displays when the peel ad is open. This image should be 500 pixels by 500 pixels but you can upload any size image within the file restriction of the server. If you upload an image that is not 500x500 it will automatically be resized. Again, you can also upload a SWF file but it cannot be resized so it needs to be 500x500 to display properly.

Click **Download Image Templates** to see how your ad should be formatted.



The **Advanced Settings** allow you to customize the peel ad display. These can be adjusted while the ad is live. Click **Save** to finalze any edits.

Reports

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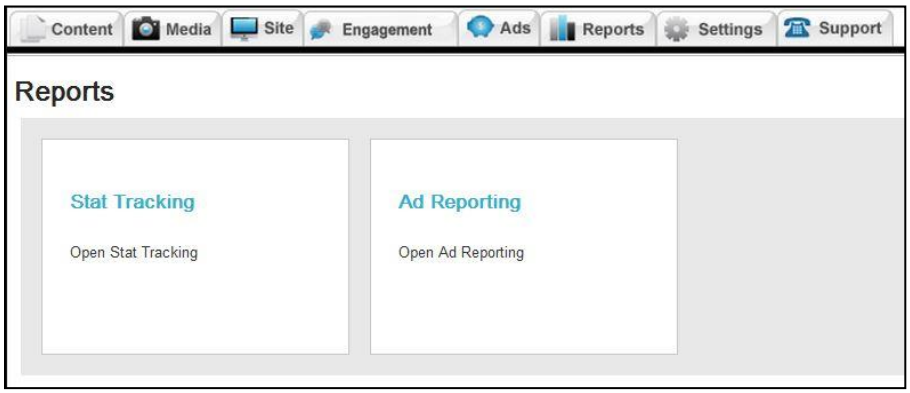
Accurate, in-depth engagement statistics are essential to maintaining a successful website. FLEX makes it easy to manage. There are two tools: **Stat Tracking** (which tracks page views, unique visitor, etc.) and **Ad Reporting** (which tracks ad views and clicks.)



Stat Tracking

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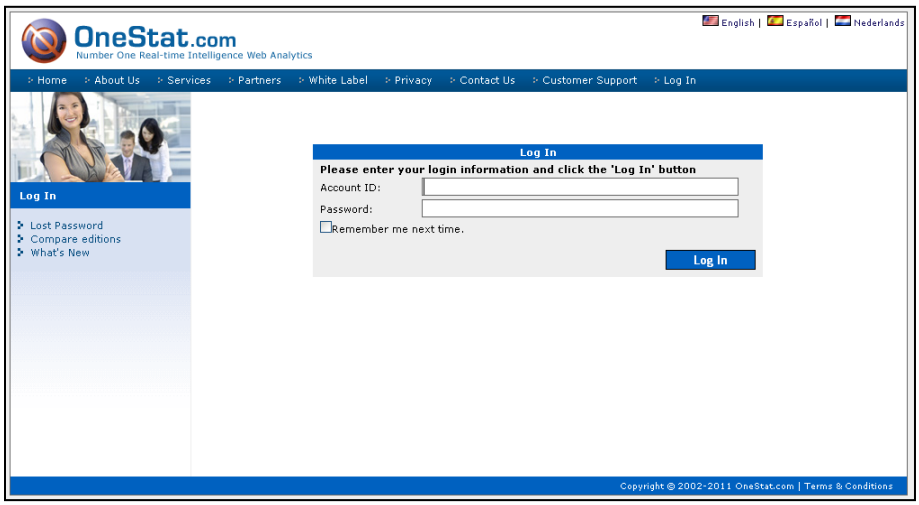
Can I track what is happening on my site?

Back to FAQ

Click the Reports tab, then click Stat Tracking. This will launch the OneStat.

Every FLEX site come equipped with OneStat. It will give you a plethora of information including how, when and where people visit your site. Your DSM will send your OneStat log-in credentials when you site is delivered.



Ad Reporting

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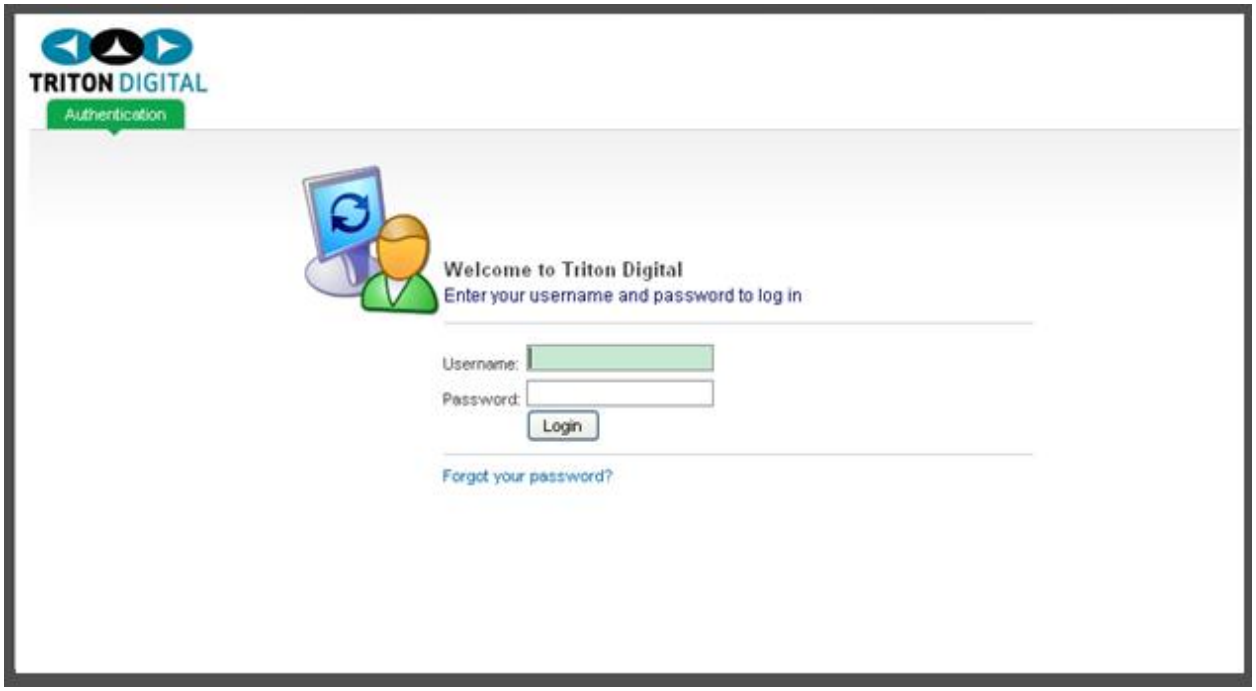
Once **Ad Reporting** is authenticated, you will be able to create reports based on ad traffic. The Ad Reporting control panel is for clients who use the OpenX ad sever. Contact your Digital Services Manager for more information: dsm@tritondigital.com



Settings

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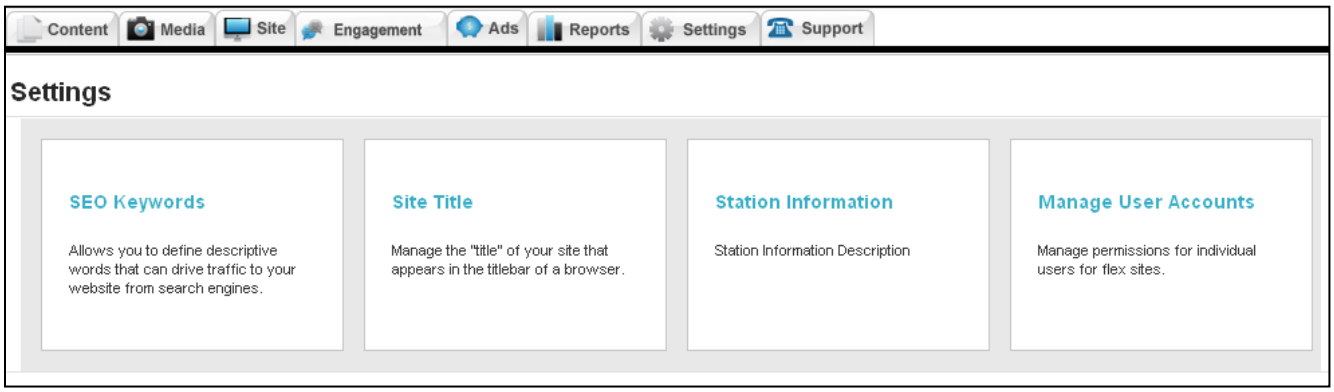
Tools **Settings** tab manage site information including **Site Title**, **SEO Keywords**, and **Users Accounts**.



SEO Keywords

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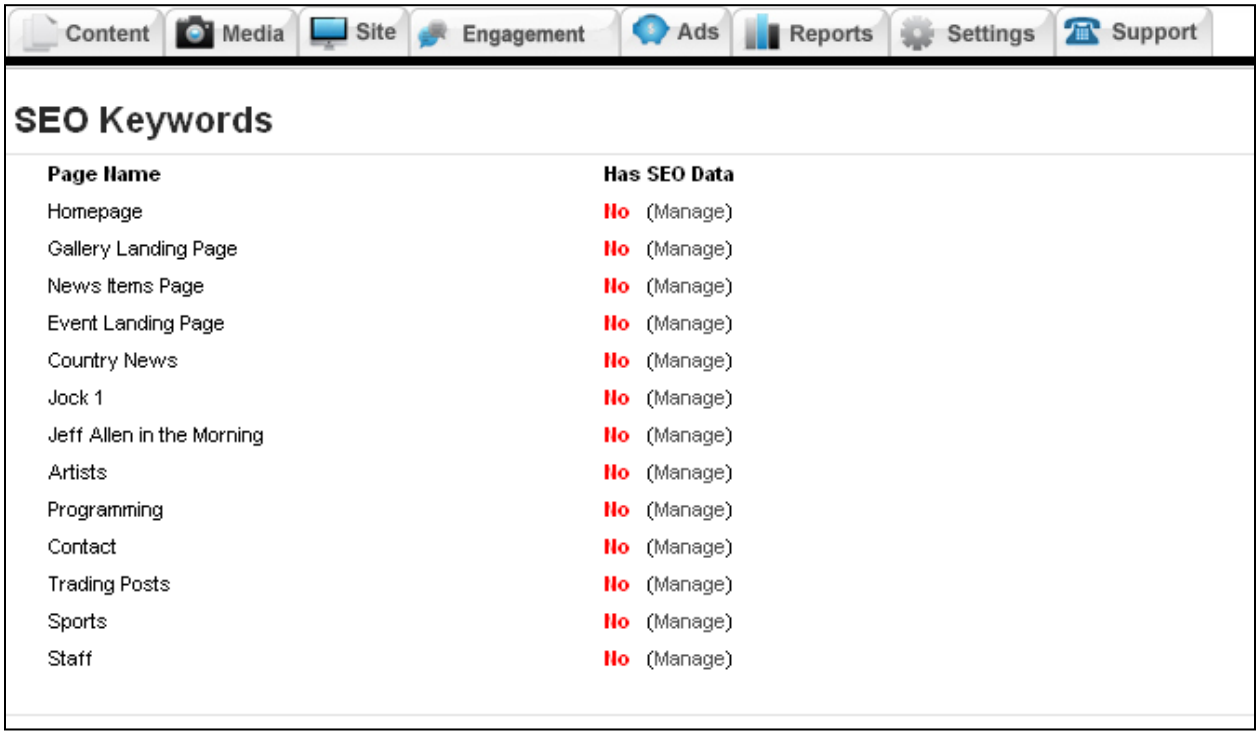
How do I enter SEO keywords for the site?

Back to FAQ

Click the Settings tab, then click SEO Keywords

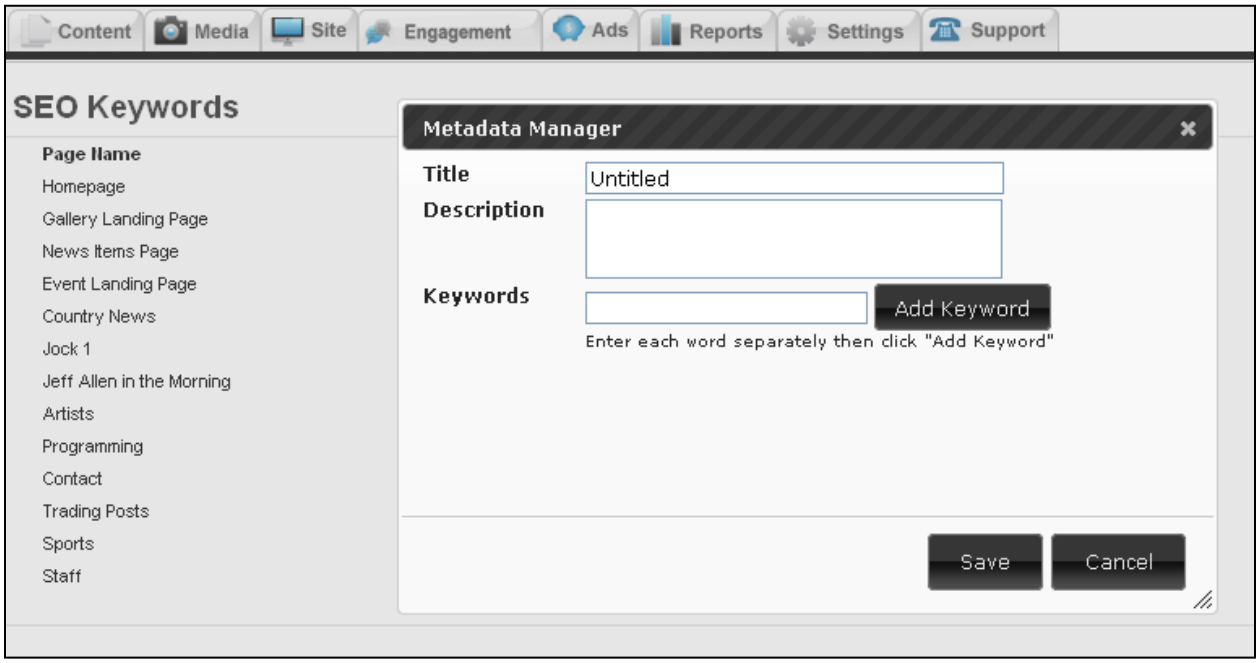
SEO stands for **Search Engine Optimization**. This tool allows you to assign descriptive **Keywords** to your pages that improve search engine results.



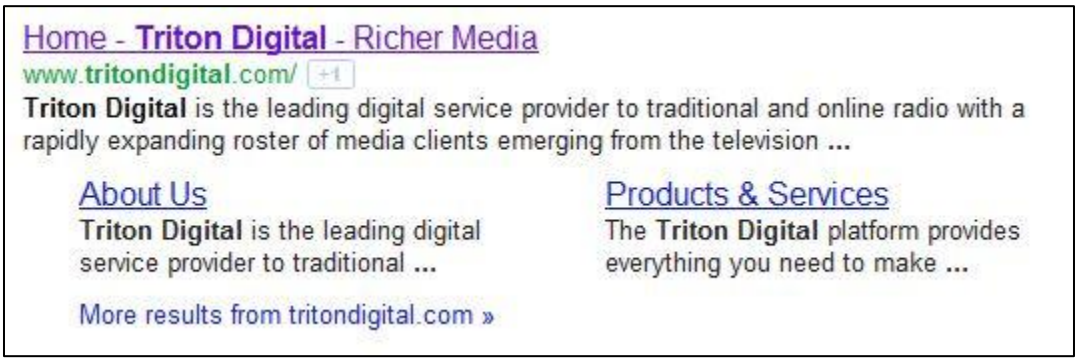
Review the **Has SEO Data** column to determine if keywords have been assigned to a page. This is the same menu that you see in the Page Creator, but here you can also add SEO keywords for your **Homepage**.

SEO Keywords continued

Click **Manage** to enter your Keywords



Click **Add Keyword** to enter the keywords and add each one separately. Remember to **Save** your changes. The page **Title** and **Description** will also appear in search engine results.


Home - Triton Digital - Richer Media
www.tritondigital.com/
Triton Digital is the leading digital service provider to traditional and online radio with a rapidly expanding roster of media clients emerging from the television ...
About Us
Triton Digital is the leading digital service provider to traditional ...
Products & Services
The Triton Digital platform provides everything you need to make ...
More results from tritondigital.com »

Site Title

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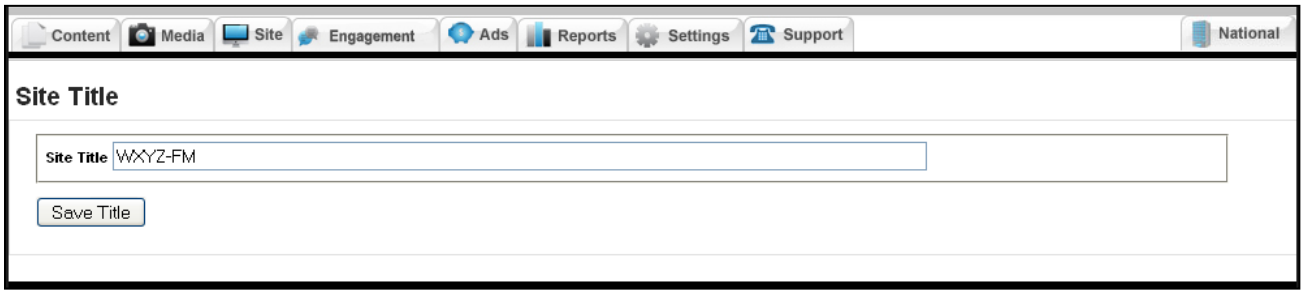
The **Site Title** is the text that appears in the title bar of a browser. Make it unique to your station, your format and your brand. Here you can see how the text entered into the tool will display on a browser tab.



Manage Your Account/User Accounts

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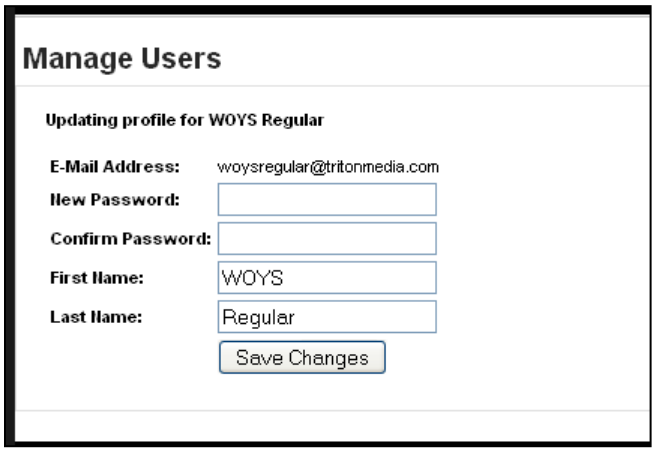
How do I reset my password?

Back to FAQ

Click the Settings tab, then click Manage User Accounts

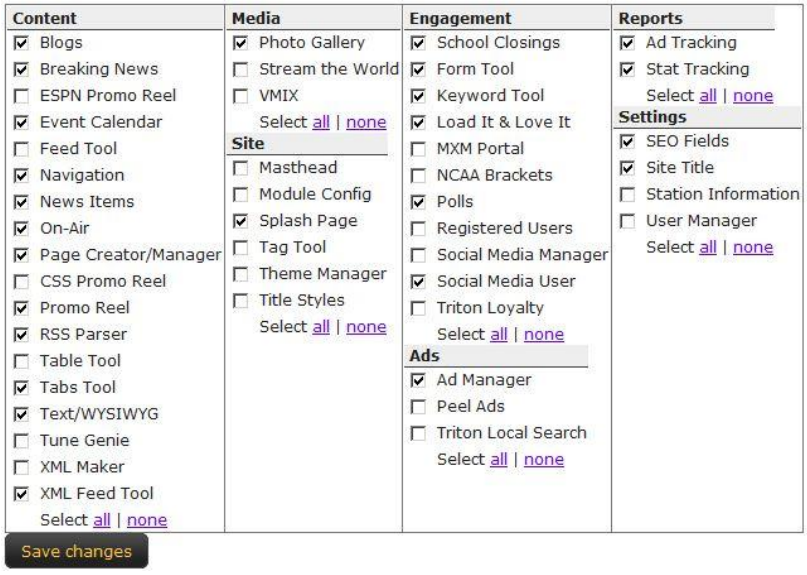


Click **Manage User Account.** This will launch your profile information. Enter and confirm a new password and click **Save Changes.**

Alternatively, you can click to **View Profile** in the upper right corner of the FLEX banner. Contact your Digital Services Manager for assistance: dsm@tritondigital.com

Adding New Users

Group Admins are able to add users to the sites they manage and set individual user permissions. Click the **Settings** tab, then click **Manage User Accounts**. Click **Create User** and enter the user's email address as the username and set a password. Check the box to assign them to your group.



Next click **Sites** and chose the folder of the site that you're assigning the user to. In the following screen, click on the **Available Users** folder at the bottom of the list.

Users are listed alphabetically. Locate your new user and drag them into the **User Class** folder above that most closely matches their role at the station.

Now click on the user and in the next screen you can select the individual FLEX tools that they should have access to.

Support

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Help! I'm having technical problems with the site!

Back to FAQ

Click the Support tab, then click Open a Support Ticket

Are you experiencing problems with the site? Open a support ticket. This expedites the process as it goes directly to FLEX Technical Support. You will be able to track the status as our experts work to quickly resolve any issue.

Contact Us

Call 1-877-836-9321 during regular business hours if you need technical support.

You can also send an email to dsm@tritondigital.com and your Digital Services Manager will contract you as soon as possible. Our After Hours Emergency Number is 1-800-419-5121. Please use this number if you need technical support after normal business hours.

National

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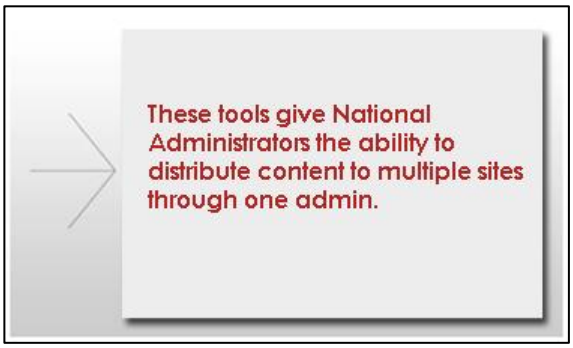

Tools in the National tab will push content to all (or some) of the stations throughout your organization. This tab will only appear for **National Administrators**. A **Resource Admin** can create shared pages on an individual market level with the Page Creator/Manager.

National Page Creator/Manager

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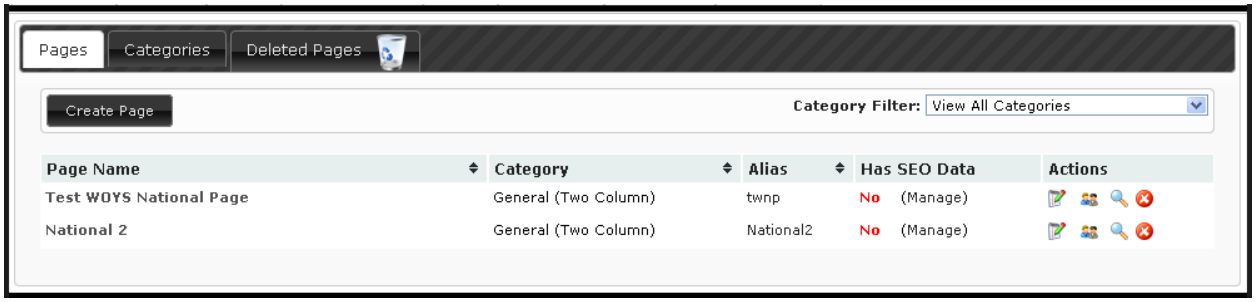
The **National Page Creator/ Manager** has special capabilities not available in the Page Creator Tool in the Content tab. A **National Administrator** can share content across a Market, or Format.

The National Admin can choose to exclude content from any station(s) contained within the group selected. Once this content is shared it will be viewed as a **Shared Page** by all stations/domains that have access, though actions will be restricted to **view** only.

Only a National Administrator can edit or delete a page that has been shared through this tool. **Market Level Administrators will access Sharing through Page Creator under the Content Tab.**



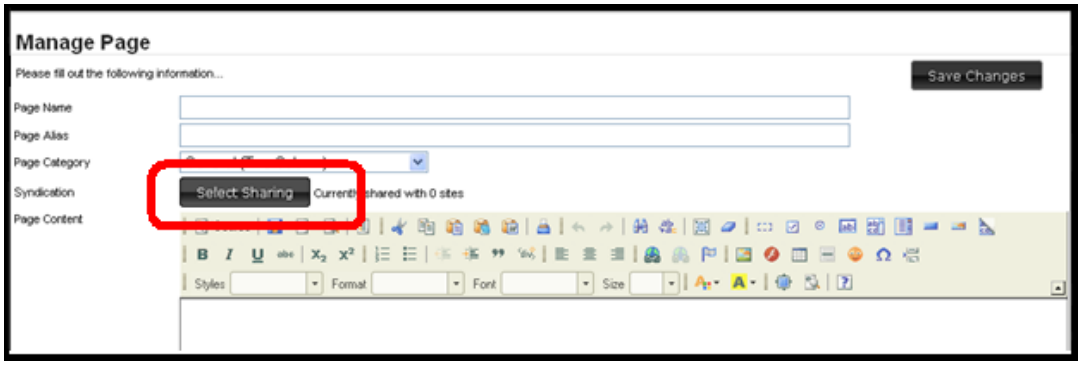
The **National Page Creator** is similar to Page Creator in structure. The difference is the ability to share and manage pages across a wider range of sites.

Click the **Share** Icon to view and manage the stations which have access to the page.

This will launch the **Content Sharing** interface. Note the **Market** and **Included Sites**. You can edit, or click **Save** to keep the established sharing permissions.

How to Share a Newly Created Page

Click to **Create Page.** Enter your information in the tool, including Page Name, Page Alias and page Content. Select your category. Now click the **Select Sharing** button in the Syndication field. This will launch **Content Sharing.**



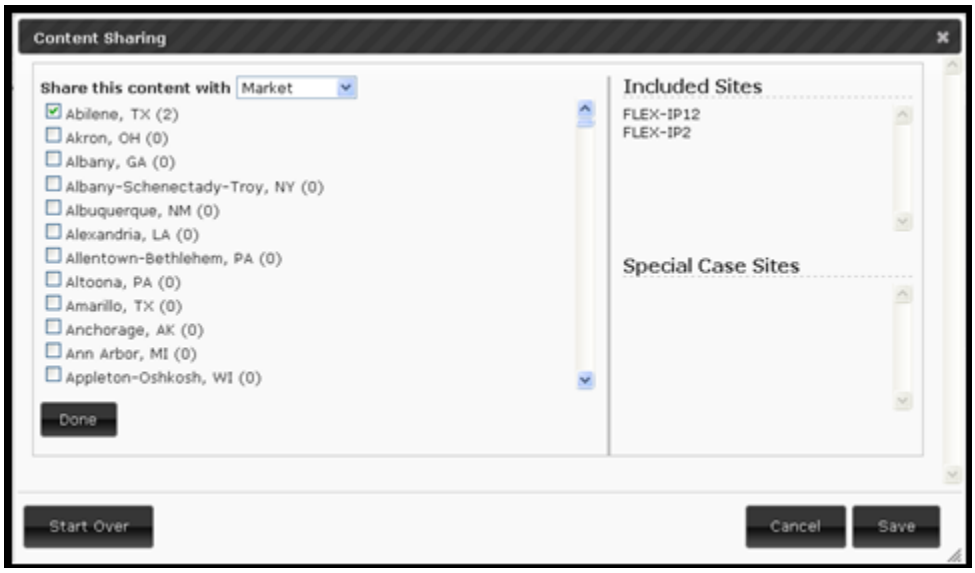
Now select **Format** or **Market** to find the group in which you would like to share the new page.

Select by Format

Check the box in front of each station format you wish to include. The sites that will contain the material will be shown under Included Sites.

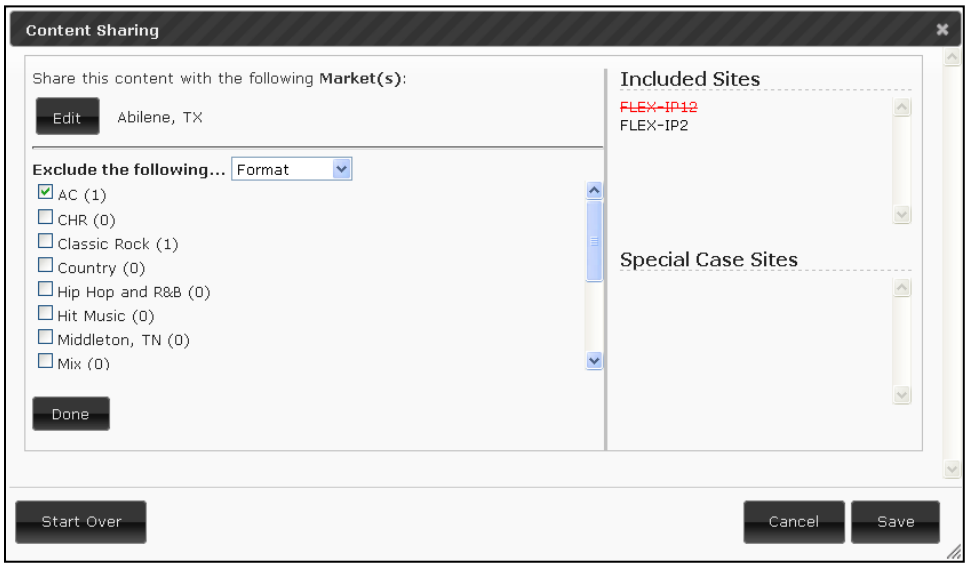
Select by Market

Check the box in front of each Market you wish to include. The sites that will contain the material will be shown under Included Sites.



Click **Done** once your intended sites have been added. This will open the sites Included screen. Click **Manage Exclusions** to add an exception. This will allow you to exclude by either **Format** or **Market** depending upon your initial **Share Content with** selection**.**

When the exclusion is in place the site will still appear under **Included Site** except now it will be crossed out and appear in red. Click **Done** when complete.



To add a special site, click **Manage Special Case Sites**.

Click **Save**. The page has now been shared.

National Feed Tool

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The **National Feed Tool** has the same functionality of the station-level Feed Tool but allows you to syndicate content on National Shared Pages. The National Feed Tool is only available to National Administrators.